

**MECHANIZED SF 2812 REPORT OF WITHHOLDING & CONTRIBUTIONS  
FOR FEHB, FEGLI & RETIREMENT  
DATA ELEMENTS  
REPORT 403, 1/4**

1. Installation Address
2. Payroll Office Number
3. Pay Period Ending Date + 10
4. Pay Period First Day (Date)
5. Pay Period Ending Date
6. Total (FEGLI: Basic B/W + FEGLI: Basic Adj + FEGLI: Basic YTD Cntl Diff)
7. Total (FEGLI: Govt Contr B/W + FEGLI: Govt Contr Adj + FEGLI: Govt Contr YTD Cntl Diff)
8. Total (FEGLI: Standard Opt 'A' B/W + FEGLI: Standard Opt 'A' Adj + FEGLI: Opt A YTD)
9. Total (FEGLI: Additional Opt 'B' B/W + FEGLI: Additional Opt 'B' Adj + FEGLI: Opt B YTD)
10. Total (FEGLI: Family Opt 'C' B/W + FEGLI: Family Opt 'C' Adj + FEGLI: Opt C YTD)
11.  $6 + 8 + 9 + 10$
12. 7
13.  $11 + 12$
14. Total (FEHB: B/W + FEHB: Spousal Payment Amt + FEHB: Prior Adj + FEHB: Cur Adj + FEHB: Cash Collection + FEHB: Deduction YTD Cntl Diff) if FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection Plan Code not equal ' ', 'ZZX', 'ZZY', 'ZZZ'
15. Total (FEHB: Govt Contr B/W + FEHB: Current Govt Adj Erngs + FEHB: Govt Contr Prior Adj + FEHB: Cash Collection Adj + FEHB: Govt Contr YTD Cntl Diff) if FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection Plan Code not equal ' ', 'ZZX', 'ZZY', 'ZZZ'
16.  $14 + 15$
17. Total (CSRS: B/W + CSRS: Adjustment + Retirement: Employee Adj + CSRS: YTD Cntl Diff) if Retirement Plan = '1','6','C','E', 'R', Or 'T'
18. Total (CSRS: Govt Contr B/W + Retirement: Government Adj + CSRS: Former Retire Current Adj + CSRS: Govt Contr YTD Cntl Diff) if Retirement Plan = '1','6','C','E','R', Or 'T'
19. If Retirement Plan not = 'K', 'L', 'M', or 'N' — 'C', 'I', or '6' and Annuitant Indicator = '1', '4', or '5'  
Salary Offset + CSRS: Salary Offset Adj  
Else  
CSRS: Salary Offset Adj

**REPORT 406****SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS  
(PAGE 2 OF 11)**

PAYROLL

**PURPOSE:** To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

**CONTENT:** Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

**SEQUENCE:** Totals by Agency, center, biweekly.

REPORT NO: 406	
SF 1166-EDP	VOUCHER AND SCHEDULE OF PAYMENTS SF 1166
SCHEDULE NO. A-AA-AAA	
NASA CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD	
AGENCY STATION NO. EE-EE-EEEE-----	
APPROPRIATION SUMMARY eeeeeee	PAID BY: Y,YYY,YYY.YY
GRAND TOTAL	F,FFF,FFF.FF
-----	
SUPPORTING MAGNETIC TAPE INFORMATION	AMOUNT
MAGNETIC REEL NO. _____	
REGULAR SALARY AND MISC DED	ITEM COUNT GGGG F,FFF,FFF.FF
-----	
FOR AGENCY USE	
SALARY CHECKS, AWARDS AND PAYROLL DEDUCTIONS	PP bb to be dated cc/cc/cc
NAME ONLY - OFFICE	ITEM COUNT HHHH I,III,III.II
NAME ONLY - AWARDS	JJJJ K,KKK,KKK.KK
SALARY CHECKS MAILED	LLLL M,MMM,MMM.MM
MISCELLANEOUS PAYMENTS	NNNN O,OOO,OOO.OO
-----	
Pursuant to the authority vested in me, I certify that the items listed herein are correct and proper for payment from the appropriations designated hereon or on supporting vouchers.	F,FFF,FFF.FF GRAND TOTAL
Date	Authorized Certifying Officer

A. Payroll - Year - Pay Period Number, Supplement (i.e., P-88-13B)A-on page 1

C. C on page 1

D. D on page 1

E. E on page 1

Y. Y on Page 5

F. I + K + M + O

G. H + J + L + N

H. Count of I

I. Total of Net Earnings: B/W + Award:  
Net Earnings (if Award: Local Check = 'B') Paid Via Office Address (Net Pay: Disposition Code = 0 and Office Check = 'Y')

J. Count of Award Checks with Award:  
Amount not = 0 and Award:

Designated Agent Check not = Blank  
+ Count of Non-Personnel Action  
Cash Award Checks with an Award  
Payment Date equal to the current  
pay date

K. Total of Award: Net Earnings (if  
Award: Local Check = 'Y') + Award  
Net Amount for all Non-Personnel  
Action Cash Awards with an Award  
Payment Date equal to the current  
pay date

L. Count of M

M. Total of Net Earnings: B/W + Award:  
Net Earnings (if Award: Local Check = 'B') Paid Via Mailing Address (Net Pay: Disposition Code = 0 and Office Check = blank)

N. Count of Misc Payments (NEBA Ins.,  
CFC, Union Dues, Child Support (1-  
3), Indebtedness Due U.S. (1-5),  
Bankruptcy, Garnishments (1-9))

O. Total of (NEBA: Total B/W + CFC:  
B/W + CFC: Adjustment + Union  
Dues: B/W + Union Dues:  
Adjustment + Child Support: B/W  
(1-3) + Indebtedness Due U.S.: B/W  
(1-5) + Bankruptcy: B/W + Empl  
Grnsh Crnt Ded Amt (1-9))

b. b on page 1

c. c on page 1

e. Appropriation Summary Code

REPORT NO: 200

SEQUENCE BY:

SUBJECT TO PRIVACY ACT OF 1974

NASA PERSONNEL AND PAYROLL SYSTEM

INSTALLATION NAME

PAGE:

DATE:

TIME:

\*dddddddddddddddddd

MASTER EMPLOYEE RECORD

LEAVE REGISTER

AS OF MM/DD/YY PAY PERIOD NO. \*a

PAY

BLK SSN	EMPLOYEE NAME	GR/ST	WRK/SCH	LV/PER	LWP/SCD	LWP/NTE	LWP/RIC/HRS	LWP/SCD	FACILITY
AA	BBBBBBBBBB	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	DD EE	GG	HH /xxxxx	/yyyyy	&o.oo	&ppp.pp	*e

ANNUAL LEAVE		CREDIT	HOURS	COMPENSATORY TIME					
B/W	YTD		YTD	33/33	33/33	33/33	33/33	33/33	TOTAL

PYCO	LLLL.LL	ACCR RATE	RR	PYCO	/EEE.EE	CURRENT	44.44	44.44	44.44	44.44	44.44	44.44	8888.88
ACCR	II.II	MMM.MM	CHG DTE	SS/SS/SS	EARNED	/AA.AA	/FFF.FF	CUR RATE	55.55	55.55	55.55	55.55	55.55
DWTD	*ff.ff	*ggg.gg							EXTENDED COMP TIME SUMMARY				
USED	JJJ.JJ	NNNN.NN	ADV ELIGIB	TTTTTTTT	USED	/BBB.BB	/GGG.GG	-TOTAL--	-CUR HOURS--	-CUM HOURS--			
RIC	KK.KK	OOO.OO	CEILING	UUUUU	FORFEIT	/CCC.CC	/HHH.HH	HOURS	USED	FRFTD	USED	FRFTD	
BAL	PPPP.PP	SES ACCR	&hhh.hh			6aaaa.aa	6bbbb.bb	6cccc.cc	6ddddd.dd	6eeee.ee			
ADV BAL	QQQQQ	PTHS REMAIN	&jj.jj	BALANCE	/JJJ.JJ								
AVAILABLE	*cccc.cc	USE OR LOSE:	&iii.ii						RELIGIOUS COMP TIME				
RESTORED ANNUAL LEAVE				CURRENT	99.99	99.99	99.99	99.99	99.99	99.99	99.99	99.99	bbb.bb

-ACCT1*4B		-ACCT2*4B		-ACCT3*4B	
PYCO	WWWWW.WW				
REST		XXXXX.XX		XXXXX.XX	
USED	B/W	YYYY.YY	ZZZZ.ZZ	ZZZZ.ZZ	
DONTD	B/W	AAAAA.AA	AAAAA.AA	BBBBB.BB	BBBBB.BB
DONTD	RTD	B/W	DDDDD.DD	DDDDD.DD	CCCCC.CC
BAL		11111.11		11111.11	
jjjj.jj		ggg.gg	vvvv.vv		
EXP DATE		22/22/22		22/22/22	
USED	ddd.dd	kkkk.kk		fff.ff	www.wv
				PAID	iiii.ii
CUT				ffff.ff	mmmm.mm
SICK LEAVE				BALANCE	8888.88
FORF				gggg.gg	nnnn.nn
B/W	YTD		OTHER	LEAVE	B/W
PYCO	/NNN.NN		B/W	YTD	
ACCRUED	/K.KK	/OO	ADMIN	/XX.XX	/YYY.YY
USED	/LL.LL	/PPP.PP	AWOL	/ZZ.ZZ	/aaa.aa
RIC	/MM.MM	/QQQ.QQ	COURT	/bb.bb	/ccc.cc
BALANCE	/RRR.RR		EXCUSED	/dd.dd	/eee.ee
			JURY	/ff.ff	/ggg.gg
- ADVANCED SICK LEAVE -			LWOP	/hh.hh	/iii.ii
B/W	YTD		SUSP	/kk.kk	/lll.ll
ADVANCED	/TTT.TT		HOLIDAY	/55.55	/666.66
USED	/SSS.SS	/UUU.UU			
BALANCE	/VVVV.VV		GRADUATE	/11.11	/222.22
EXP DATE	/WW/WW/WW				

HOME LEAVE		LEAVE DONATED								
B/W	YTD	B/W	YTD	*AA(1)	*BB(1)	*CC(1)	*DD(1)	*EE(1)	*FF(1)	*GG(1)
USED	&ddd.dd	&eee.ee	USED	/7.77	/888.88	*AA(2)	*BB(2)	*CC(2)	*DD(2)	*EE(2)
HOURS USED	CUM	&fff.ff	RECEIVED	/999.99	&aaa.aa	*AA(3)	*BB(3)	*CC(3)	*DD(3)	*EE(3)
LAST ACCR DATE	&gg/gg/gg		CONTRIBUTED	&kkk.kk	&ccc.cc	*AA(4)	*BB(4)	*CC(4)	*DD(4)	*EE(4)
ACCRUAL RATE	&m		RETURNED	*hhh.hh	*iii.ii	*AA(5)	*BB(5)	*CC(5)	*DD(5)	*EE(5)
HOURS ACCRUED	&nnn.nn		PYCO	&bbb.bb		*AA(6)	*BB(6)	*CC(6)	*DD(6)	*EE(6)
RESTRICTED LEAVE		EFFECTIVE DATE:		*jj/jj/jj		*AA(7)	*BB(7)	*CC(7)	*DD(7)	*EE(7)
ANNUAL		REASON:		*K		*AA(8)	*BB(8)	*CC(8)	*DD(8)	*EE(8)
PREV	*mmm.mm	*nnn.nn	CANCEL DATE:	*11/11/11		*AA(9)	*BB(9)	*CC(9)	*DD(9)	*EE(9)
ACRUAL	*ooo.oo	*ppp.pp				*AA(10)	*BB(10)	*CC(10)	*DD(10)	*EE(10)
TRNSF	*qqq.qg	*rrr.rr				TIME OFF AWARDS				
CURR	*sss.ss	*ttt.tt				FORFEITED				
ADV	*uuu.uu					B/W	YTD	B/W	YTD	AWARDED

TOTALS		*AA(1-10)	*BB(1-10)	*CC(1-10)	*DD(1-10)	*EE(1-10)	*FF(1-10)	*GG(1-10)
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SUBJECT TO PRIVACY ACT OF 1974

See Next Page for Data Elements

**MASTER EMPLOYEE RECORD - LEAVE REGISTER  
DATA ELEMENTS  
REPORT 200, 4/5**

- A. Pay Block: Processing
- B. SSN
- C. Employee Name: (Last, First, MI, Gen)
- D. Grade: Current
- E. Step
- G. Work Schedule Code
- H. Leave Period: Current
- I. Annual Leave: Accrued B/W
- J. Annual Leave: Used B/W
- K. Annual Leave: RIC B/W
- L. Annual Leave: PYCO
- M. Annual Leave: Accrued YTD
- N. Annual Leave: Used YTD
- O. Annual Leave: RIC YTD
- P. Annual Leave: Earned Balance
- Q. Annual Leave: Advanced Bal
- R. Annual Leave: Accrual Rate
- S. Annual Leave: Change Date
- T. 'Allow' Or 'Disallow' (Literal) If Pay-Disallow-Adv-Lv = 'Y'
- U. Annual Leave: Ceiling
- W. Restored Leave: PYCO
- X. Restored Leave: Hours Type (3) =
  - Restored Leave: Hours Acct 1Type A(1)
  - + Restored Leave: Hours Acct 2Type B(1)
  - + Restored Leave: Hours Acct 3Type C(1)
- Y. Restored Leave: Used B/W
- Z. ~~Z.~~ Restored Leave: Used Cum (3)
  - A. Restored Leave: Donated B/W (1,2,3)
  - B. Restored Leave: Donated Cum (1,2,3)
  - C. Restored Leave: Donated RTD B/W (1,2,3)
  - D. Restored Leave: Donated RTD Cum (1,2,3)
- 1. X - Z (3)
- 2. Restored Leave: Expir Date (3)
- 3. Pay Period Ending Date (Format: 7 MM/DD; From The Most Current)
- 4. Comp Time: Hours (7)
- 5. Comp Time: Hourly Rate (7)
- 8. Comp Time: Current Balance

REPORT 418	W2 FORM - WAGE & TAX STATEMENT (REPORT 1 OF 43)	PAYROLL
PURPOSE:	To provide employees with a wage and tax statement for filing with Federal, State, and Local taxing authorities.	
CONTENT:	Each employee with earnings run yearly. Report produced for employees separated in the current pay period. Report produced for all employees with YTD Gross Earnings or PCS travel earnings at Pay Year End. Report produced for single SSN.	
SEQUENCE:	By	
	1) Center, Employee HIT/FICA Earnings (HIT only, FICA only, Both HIT and FICA), SSN, Entities,	
	4) Installation Code, Facility Code, Duty Status, Organization Assigned, Name	
	2) Active/Inactive, Organization Assigned, Name	
	3) State Code, Name	
	4) Zip Code, SSN	
	5) T & A Distribution Code Name	
	6) Duty Status, Organization Assigned, SSN	
	7) Duty Status, Organization Assigned, Employee Number	
	8) Installation Code, Pay Block, SSN	

See Next Page for Data Elements.

**W2 FORM - WAGE & TAX STATEMENT**  
**DATA ELEMENTS**  
**REPORT 418, 1/43**

An Entity refers to one of the following: Current State, Current City, Current County, Former State 1, Former State 2, Former State 3, Former City 1, Former City 2, Former City 3, Former County 1, Former County 2, Former County 3.

- a. Control Number (A sequential number starting with 1)
- b. Installation: Fed Tax W2 ID
- c. Installation: Name,  
Installation: Address
- d. SSN
- e. Employee Name (First, MI, Last, Genealogical Suffix), Address: Mailing
1. Gross Earnings: YTD (minus the total Royalty payments received during the year) +  
PCS: Erngs Subj Fed Tax YTD - TSP: CY YTD
2. Federal Tax: YTD + PCS: Federal Tax Withheld YTD
3. FICA: Earnings YTD
4. FICA: YTD
5. HIT: Earnings YTD
6. HIT: YTD
9. EIC: YTD
- 13a. Box 13 has a maximum of 3 "D" codes.  
If an employee has more than 3 codes, an additional W2 is produced.  
  
A "D" code is produced if 1 of the following fields > 0:  
TSP: CY YTD, State Tax: TSP CY Ded YTD, City Tax: TSP CY Ded YTD,  
County Tax: TSP CY Ded YTD, State Tax: Former TSP YTD,  
City Tax: Former TSP YTD, County Tax: Former TSP YTD.
- 13b. A literal is produced to identify each "D" code.  
The literal is "FED" if TSP: CY YTD > 0  
or  
the literal is 1 of the following fields, whichever is not blank:  
State Tax: Code, Local Tax Entity: Code, State Tax: Former Code YTD,  
City Tax: Former Code YTD, County Tax: Former Code YTD.
- 13c. A "P" code is produced if PCS: Earnings Not Subject to Tax YTD > 0.
- 15c. 'X' If Retirement Plan = '1','6','R','T','C','E','K','M','N'
- 15g. 'X' If TSP: CY YTD > 0
16. State = State Tax: Code or Former State Tax: Code  
  
Employer's State I.D. No = \*State Employer ID Table Lookup based on State
17. = State Tax: Erngs YTD + PCS: Erngs Subj State Tax YTD  
= State Tax: Former Earnings YTD + PCS: Fmr Earn Subj St Tax YTD
18. = State Tax: YTD + PCS: State Tax Withheld YTD  
= State Tax: Former W/H YTD + PCS: Fmr W/H Subj St Tax YTD

**W2 FORM - WAGE & TAX STATEMENT  
DATA ELEMENTS  
REPORT 418, 1/43**

19. = City Name  
     \*Tax Table Look Up Depending On City Tax: Code  
     = Former City Name  
     \*Tax Table Look Up Depending On City Tax: Former Code  
     = County Name  
     \*Tax Table Look Up Depending On County Tax: Code  
     = Former County Name  
     \*Tax Table Look Up Depending On County Tax: Former Code
20. = Local Tax Entity: YTD Earned(2) + PCS: Erngs Subj City Tax YTD  
     = City Tax: Former Earnings YTD + PCS: Frmr Earn Subj City Tax YTD  
     = Local Tax Entity: YTD Earned(1) + PCS: Erngs Subj County Tax YTD  
     = County Tax: Former Earnings YTD + PCS: Frmr Earn Subj Cnty Tax YTD
21. = Local Tax Entity: YTD WH(2) + PCS: City Tax Withheld YTD  
     = City Tax: Former W/H YTD + PCS: Frmr W/H Subj City Tax YTD  
     = Local Tax Entity: YTD WH(1) + PCS: County Tax Withheld YTD  
     = County Tax: Former W/H YTD + PCS: Frmr W/H Subj Cnty Tax YTD

**SELECTION CRITERIA**

Note: Option To Run Either Bi-weekly Or End-Of-Year

Includes employees with following criteria:

- Installation Code equal to user designated Center Code
- (1) Inactive Employees:
  - Reactivation Indicator = 0
  - Duty Status = 'Z'
  - Termination Date >= Pay Cntl: Current PP Begin Date
- Gross Earnings: YTD not = 0
- (2) All Employees:
  - Gross Earnings: YTD not = 0





REPORT 418

W-2 FORM - WAGE & TAX STATEMENT (REPORT 3 OF 43)

PAYROLL

PURPOSE:

To provide W-2's Statistics.

CONTENT:

W-2's Counts and Totals.

SEQUENCE:

N/A

REPORT NO: 418	NASA PERSONNEL AND PAYROLL SYSTEM	PAGE:
SEQUENCE BY:	INSTALLATION NAME	DATE:
	W-2'S EDIT REPORT AND STATISTICS	TIME:
	AS OF MM/DD/YY	
-----		
EMPLOYEES WITH HIT (MQFE) ONLY	=	A,AAA,AAA
EMPLOYEES WITH HIT (MQFE) AND FICA	=	F,FFF,FFF
EMPLOYEES ON FILE	=	D,DDD,DDD
-----		
EMPLOYEES WITH NO GROSS	=	E,EEE,EEE
TOTAL EMPLOYEE W-2 FORMS	=	C,CCC,CCC
-----		
TTL EMPLOYEE COMPENSATION (NOT DEF)	=	GGG,GGG,GGG.GG
TOTAL DEFERRED COMPENSATION	=	HHH,HHH,HHH.HH
FEDERAL TAX WITHHELD	=	III,III,III.II
-----		
TOTAL HOSP. INS. TAX WAGES	=	JJJ,JJJ,JJJ.JJ
TOTAL HOSP. INS. TAX DEDUCTED	=	KKK,KKK,KKK.KK
-----		
TOTAL FICA WAGES	=	LLL,LLL,LLL.LL
TOTAL FICA DEDUCTED	=	MMM,MMM,MMM.MM
-----		
TOTAL STATE TAX EARNINGS	=	NNN,NNN,NNN.NN
TOTAL STATE TAX DEDUCTION	=	OOO,OOO,OOO.OO
TOTAL COUNTY TAX EARNINGS	=	PPP,PPP,PPP.PP
TOTAL COUNTY TAX DEDUCTION	=	QQQ,QQQ,QQQ.QQ
TOTAL CITY TAX EARNINGS	=	RRR,RRR,RRR.RR
TOTAL CITY TAX DEDUCTION	=	SSS,SSS,SSS.SS
-----		
TOTAL EARNED INCOME CREDIT	=	TTT,TTT,TTT.TT
-----		
TOTAL EMPLOYEE COMPENSATION		
INCLUDES NON-PAY SUBJ WH	=	UUU,UUU,UUU.UU
AND NON-PAY NOT SUBJ TO WH	=	VVV,VVV,VVV.VV

See Next Page For Data Elements.

**W-2 FORM - WAGE & TAX STATEMENT  
DATA ELEMENTS  
REPORT 418, 3/43**

- A. W-2 Form Counts if FICA: Earnings YTD = 0 and HIT: Earnings YTD > 0
- C. Total W-2 Form Counts
- D. Total Employee Counts
- E. Employee Counts if Gross Earnings: YTD = 0
- F. Employee Counts if FICA: Earnings YTD > 0 And HIT: Earnings YTD > 0
- G. Total Of (Gross Earnings: YTD + PCS: Erngs Subj Fed Tax YTD  
+ PCS: Erngs Not Subj Tax YTD - TSP: Cy YTD)
- H. Total Of TSP: Cy YTD
- I. Total Of (Federal Tax: YTD + PCS: Federal Tax Withheld YTD)
- J. Total Of HIT: Earnings YTD
- K. Total Of HIT: YTD
- L. Total Of (FICA: Earnings YTD + PAY-FICA-YTD-EARN-PRIOR)
- M. Total Of (FICA: YTD + PAY-FICA-YTD-DED-PRIOR)
- N. Total Of (Gross Earnings: YTD + PCS: Erngs Subj Fed Tax YTD  
+ PCS: Erngs Not Subj Tax YTD - TSP: Cy YTD)
- O. Total Of (State Tax: YTD + PCS: State Tax Withheld YTD  
+ State Tax: Former W/H YTD (1-3)  
+ PCS: Frmr W/H Subj St Tax YTD (1-3))
- P. Total Of (County Tax: Erngs YTD + County Tax: Former Earnings YTD (1-3)  
+ PCS: Frmr Ern Subj Cnty Tax YTD (1-3))
- Q. Total Of (County Tax: YTD + County Tax: Former W/H YTD (1-3)  
+ PCS: Frmr W/H Subj Cnty Tax YTD (1-3))
- R. Total Of (City Tax: Erngs YTD + City Tax: Former Earnings YTD (1-3)  
+ PCS: Frmr Ern Subj City Tax YTD (1-3))
- S. Total Of (City Tax: YTD + City Tax: Former W/H YTD (1-3)  
+ PCS: Frmr W/H Subj City Tax YTD (1-3))
- T. Total Of EIC: YTD
- U. Total Of PCS: Erngs Subj Fed Tax YTD
- V. ~~V.~~ Total Of PCS: Erngs Not Subj Tax YTD

**REPORT 418      W-2 FORM - WAGE & TAX STATEMENT (REPORT 4 of 4)      PAYROLL**

PURPOSE: To provide W-2's Statistics at an Agency Level for the Consolidated Payroll Office.

CONTENT: W-2's Counts and Totals.

SEQUENCE: N/A

REPORT NO: 418	NASA PERSONNEL AND PAYROLL SYSTEM	PAGE:
SEQUENCE BY:	INSTALLATION NAME	DATE:
		TIME:
W-2'S EDIT REPORT AND STATISTICS		
AS OF MM/DD/YY		
AGENCY TOTALS		
-----		
EMPLOYEES WITH HIT (MQFE) ONLY	=	a,aaa,aaa
EMPLOYEES WITH HIT (MQFE) AND FICA	=	f,fff,fff
EMPLOYEES ON FILE	=	d,ddd,ddd
-----		
EMPLOYEES WITH NO GROSS	=	e,eee,eee
TOTAL EMPLOYEE W-2 FORMS	=	c,ccc,ccc
-----		
TTL EMPLOYEE COMPENSATION (NOT DEF)	=	ggg,ggg,ggg.gg
TOTAL DEFERRED COMPENSATION	=	hhh,hhh,hhh.hh
FEDERAL TAX WITHHELD	=	iii,iii,iii.ii
-----		
TOTAL HOSP. INS. TAX WAGES	=	jjj,jjj,jjj.jj
TOTAL HOSP. INS. TAX DEDUCTED	=	kkk,kkk,kkk.kk
-----		
TOTAL FICA WAGES	=	lll,lll,lll.ll
TOTAL FICA DEDUCTED	=	mmm,mmm,mmm.mm
-----		
TOTAL STATE TAX EARNINGS	=	nnn,nnn,nnn.nn
TOTAL STATE TAX REDUCTION	=	ooo,ooo,ooo.oo
-----		
TOTAL COUNTY TAX EARNINGS	=	ppp,ppp,ppp.pp
TOTAL COUNTY TAX DEDUCTION	=	qqq,qqq,qqq.qq
-----		
TOTAL CITY TAX EARNINGS	=	rrr,rrr,rrr.rr
TOTAL CITY TAX DEDUCTION	=	sss,sss,sss.ss
-----		
TOTAL EARNED INCOME CREDIT	=	ttt,ttt,ttt.tt
-----		
TOTAL EMPLOYEE COMPENSATION		
INCLUDES NON-PAY SUBJ WH	=	uuu,uuu,uuu.uu
AND NON-PAY NOT SUBJ TO WH	=	vvv,vvv,vvv.vv

See Next Page For Data Elements.

**W-2 FORM - WAGE & TAX STATEMENT**  
**DATA ELEMENTS**  
**REPORT 418, 3/4**

- A. W-2 Form Counts if FICA: Earnings YTD = 0 and HIT: Earnings YTD > 0
- C. Total W-2 Form Counts
- D. Total Employee Counts
- E. Employee Counts if Gross Earnings: YTD = 0
- F. Employee Counts if FICA: Earnings YTD > 0 And HIT: Earnings YTD > 0
- G. Total Of (Gross Earnings: YTD + PCS: Erngs Subj Fed Tax YTD  
+ PCS: Erngs Not Subj Tax YTD - TSP: Cy YTD)
- H. Total Of TSP: Cy YTD
- I. Total Of (Federal Tax: YTD + PCS: Federal Tax Withheld YTD)
- J. Total Of HIT: Earnings YTD
- K. Total Of HIT: YTD
- L. Total Of (FICA: Earnings YTD + PAY-FICA-YTD-EARN-PRIOR)
- M. Total Of (FICA: YTD + PAY-FICA-YTD-DED-PRIOR)
- N. Total Of (Gross Earnings: YTD + PCS: Erngs Subj Fed Tax YTD  
+ PCS: Erngs Not Subj Tax YTD - TSP: Cy YTD)
- O. Total Of (State Tax: YTD + PCS: State Tax Withheld YTD  
+ State Tax: Former W/H YTD (1-3)  
+ PCS: Frmr W/H Subj St Tax YTD (1-3))
- P. Total Of (County Tax: Erngs YTD + County Tax: Former Earnings YTD (1-3)  
+ PCS: Frmr Ern Subj Cnty Tax YTD (1-3))
- Q. Total Of (County Tax: YTD + County Tax: Former W/H YTD (1-3)  
+ PCS: Frmr W/H Subj Cnty Tax YTD (1-3))
- R. Total Of (City Tax: Erngs YTD + City Tax: Former Earnings YTD (1-3)  
+ PCS: Frmr Ern Subj City Tax YTD (1-3))
- S. Total Of (City Tax: YTD + City Tax: Former W/H YTD (1-3)  
+ PCS: Frmr W/H Subj City Tax YTD (1-3))
- T. Total Of EIC: YTD
- U. Total Of PCS: Erngs Subj Fed Tax YTD
- V. Total Of PCS: Erngs Not Subj Tax YTD

- If PayPlan ne 'ES' or 'EX'  
= F - E (if > 0)
- H. Ceiling Cut To Amount:  
If (PayPlan not = 'ES'  
and Annual Leave: SES Chg This  
Year not = 'Y') and E > 240 and  
F < 240:  
Annual Leave: Earned Balance  
If PayPlan = 'ES' and Annual  
Leave: SES Chg This Year ne 'Y'  
and F < E and E > 720  
= greater of 720 and F
- I. If Current Year = Annual Leave Change  
Year:  
Annual Leave: Change Date
- J. If K > 0 and Pay Period Ending Date  
> Restored Leave: Expire Date:  
Restored Leave: Expire Date  
K. If Total of  
— (Restored Leave: Hours Type A (1-3) +  
— Restored Leave: Hours Type B (1-3) +  
— Restored Leave: Hours Type C (1-3) +  
— Restored Leave: Used Cum (1-3)) > 0  
+ Restored Donated Leave: Hours Type A (1-3)  
+ Restored Donated Leave: Hours Type B (1-3)  
+ Restored Donated Leave: Hours Type C (1-3)  
- Restored Donated Leave: Returned  
and Pay Period Ending Date >  
Restored Leave: Expire Date:  
Total of  
— (Restored Leave: Hours Type A (1-3) +  
— Restored Leave: Hours Type B (1-3) +  
— Restored Leave: Hours Type C (1-3) +  
— Restored Leave: Used Cum (1-3))  
Repeat above calculation
- L. Current Year - 1
- M. Total of G
- N. Total of K
- O. Payblock Total of F
- P. Payblock Total of G
- Q. Payblock Total of Q

## SELECTION CRITERIA:

Includes all employees with the following  
criteria:

- Installation code equals user designated center code
- Duty Status not equal 'Z'

## REPORT 106

## PAYROLL CASH AWARDS REGISTER

## PAYROLL

PURPOSE: List employees receiving cash awards in current pay period.

CONTENT: Details of current pay period cash awards by employee.

SEQUENCE: By Center, Pay Block & SSN or Center, Pay Block & Employee Name

### Totals By Center, Agency

PB	C
SSN	NAME
D	E
FICA & HIT Earnings	
GOVT CONTR	
*FORMER STATE INDICATED:jj	
GROSS	FED
STATE	CITY
COUNTY	FICA
HIT	NET
PAY BLOCK TOTALS	C
FICA & HIT Earnings	
GOVT CONTR TOTALS	
NO. AWARD CHECKS	a

See Next Page for Data Elements.

**PAYROLL CASH AWARDS REGISTER  
DATA ELEMENTS  
REPORT 106, 1/4**

- A. Pay Period
- B. Current Date
- C. Pay Block: Processing
- D. SSN
- E. Employee Name(Last, First, Mi, Gen)
- F. Pay Plan
- G. Organization: Assigned
- H. Award: Designated Agent Check
- I. Award: Amount
- J. Federal Tax: Award B/W
- K. State Tax: Award B/W
- L. City Tax: Award B/W
- M. FICA: Award B/W
- N. HIT: Award B/W
- O. Award: Net Amount
- P. Award: Current Gov FICA Cont
- Q. Award: Current HIT Gov Cont
- R. Total of I for Pay Block
- S. Total of J for Pay Block
- T. Total of K for Pay Block
- U. Total of L for Pay Block
- V. Total of M for Pay Block
- W. Total of N for Pay Block
- X. Total of O for Pay Block
- Y. Total of P for Pay Block
- Z. Total of Q for Pay Block
- a. Number of Employees with Awards in Pay Block
- b. Facility Code
- c. Award: NOAC
- d. County Tax: Award B/W
- e. Total of d for Pay Block
- f. Award: FICA Earning Amount
- g. Award: HIT Earning Amount
- h. Total of f for Pay Block
- i. Total of g for Pay Block
- j. State Abbreviation of former state if tax was withheld

**SELECTION CRITERIA**

Includes All Employees With The Following Criteria:

- Installation Code Equal User Designated Center Code
- Award: Amount Greater Than 0

REPORT 106

PAYROLL CASH AWARDS REGISTER - CENTER TOTALS

PAYROLL

PURPOSE:

To provide a summary of current pay period cash awards for each NOAC by pay plan.

CONTENT:

Details of current pay period cash awards for each pay plan.

SEQUENCE:

By Center, Pay Plan. Totals by Center, Agency.

REPORT NO: 106	NASA PAYROLL AND PERSONNEL SYSTEM							PAGE:		
SEQUENCE BY:	INSTALLATION NAME							DATE:		
<u>CENTER TOTALS</u>	FACILITY NAME								TIME:	
	PAYROLL CASH AWARDS REGISTER									
	PAY PERIOD	A	AS OF	B						
	PAYPLAN	NOAC	GROSS	FED	STATE	CITY	FICA	HIT	NET	
GOVT CONTR TOTALS	C	X	D	E	F	G	H	I	J	
NO. AWARDS CHECKS=>	M						K	L		
EMPLOYEE TOTALS			N	O	P	Q	R	S	T	
GOVT CONTR TOTALS							U	V		
NO. AWARDS CHECKS	W	Y								
<u>*FORMER STATE INDICATED</u>										

See Next Page for Data Elements.



## REPORT 508

## SOCIAL SECURITY TAPE - "S" RECORD STATISTICS

## PAYROLL

**PURPOSE:** To provide summary of the "S" records for state/local tax entities contained on the tape. An "S" record is created for each employee for each taxing entity (state and local).

CONTENT: Summaries of selected data included on the Social Security tape.

SEQUENCE: Center, Order of occurrence.

[illegible]

### A. Tax Entity Name

For the Taxing Entity:

B. Count of Records for FICA:  
Earnings YTD > 0 and  
(HIT: Earnings YTD = 0  
and HIT: Deductions YTD  
= 0)

C. State Tax (City Tax: or  
CO Tax:): ERNGS YTD + State Tax  
(City  
Tax: or CO Tax:): Former  
Earnings YTD + PCS:  
ERNGS SUBJ State (City or  
County) Tax YTD + PCS: FRMR  
ERN SUBJ ST (City or CNTY)

Tax YTD for B. counted.  
D. State (or Local Tax Entity)  
Tax: YTD + PCS: State Tax  
Withheld YTD + State  
(City or County) Tax:  
FRMR W/H YTD + PCS:  
FRMR W/H SUBJ ST  
(City or CNTY) Tax YTD)  
for B. counted.

E. Count of Records for HIT:  
Earnings YTD > 0 or HIT:  
Deduction YTD > 0

F. State Tax (City Tax: or  
CO Tax:): ERNGS YTD  
+ State Tax (City  
Tax: or CO Tax:): Former  
Earnings YTD + PCS:

ERNGS SUBJ State (City or County) Tax YTD + PCS: FRMR ERN SUBJ ST (City or CNTY) Tax YTD for E. counted.

G. State or (Local Tax Entity) Tax: YTD + PCS: State (City or County) Tax Withheld YTD + State (City or County) Tax: FRMR W/H YTD + PCS: FRMR W/H SUBJ ST (City or CNTY) Tax YTD) for E. counted

**REPORT 818****FUND SOURCE 1 REPORT****PAYROLL****PURPOSE:**

The purpose of this report is to provide information related to the expenditure of Fund Source 1 dollars and man-hours during the current pay period as well as the current FTE Fiscal Year to date. This information is needed by budget and manpower analysts for reporting actuals and for making projections in order to manage both the budget and the manpower allocations. The FTE Fiscal Year is defined as beginning with the pay period covering the first of October and ending with the accumulation of 26 pay periods thereafter. When run for Fiscal Year 1995, the start date will be 10/2 instead of 10/1.

The ability of this report to meet the purpose intended by the user community is limited as follows: Adjustments are made by payroll to the current pay period due to changes in prior pay periods (prior pay periods are not adjusted--NPPS does not support retroactive processing). These adjustments can be for prior fiscal years. Identification of which prior pay period caused the adjustment is not available. Only those data elements that affect the employees' pay or benefits or those elements that are essential to payroll for other accounting are adjusted. In some cases, only accumulated elements are adjusted. Payroll elements are accumulated for the leave year or the pay year, according to payroll needs, and are never accumulated for the FTE fiscal year; therefore, the accumulated data cannot be used for this report, and accumulating the biweekly pay period data will not include the adjustments. Example: LWOP: Used B/W, which is used in several lines to accumulate LWOP hours. Payroll makes adjustments to accumulated LWOP data fields, never to the LWOP: Used B/W field. Another problem in the use of the biweekly LWOP data exists because NPPS does not accommodate partial pay periods for other than new hires and terminations that have matured. When an employee is hired, is terminating, or is changing from PT to FT or vice versa, and the action has not matured from personnel by the time payroll must complete the time & attendance information, the pay period will have as many LWOP hours as needed to make the period hours equal 80. These LWOP: Used B/W hours are never changed; only the accumulated LWOP hours are adjusted in the next pay period.

Other limits to its usefulness include (1) if an active NASA employee is not paid through NPPS; i.e., employee is located out of the country and is paid through the State Department, the report reflects employee as LWOP, specifically showing up as "employees not paid" and "Incidental LWOP," and (2) since a lot of the items in the report are specific-NOAC driven, the use of a 991 NOAC to change personnel fields that affect lines and columns is a problem. For example, if a 991 NOAC is processed to correct position type (to a value that crosses columns) in a different pay period from the original action, the B/W report which should reflect the original action will be wrong. If the personnel actions history is corrected, however, the YTD report will be correct.

The FUND SOURCE 1 report can be produced for different time periods--biweekly or FTE YEAR-TO-DATE and within the selected time period for different populations: CSRS only, FERS only, OTHER than CSRS/FERS, and total of all employees. The default is BIWEEKLY for all employees. The FTE report is always for all employees. Use a heading of BIWEEKLY FOR the current pay period or FTE YEAR-TO-DATE for the entire pay year; and display the pay period dates and number.

**CONTENT:**

Actual costs for Fund Source 1.

**SEQUENCE:**

By Center or Agency.

See Next Pages for Report Layouts.

**REPORT 818      FUND SOURCE 1 REPORT****PAYROLL****SELECTION CRITERIA:**

Installation code equals user designated center code or Agency.

BIWEEKLY: Read the PAY-MASTER and PER-HISTORY files for the current pay period.

CSRS only = retirement plan 1, 6, C, E, R, T

FERS only = retirement plan K, M, N

OTHER than CSRS/FERS = retirement plan equal 2 or 4

TOTAL of all employees = reactivation indicator not equal 3

FTE YEAR-TO-DATE: (always all employees)

Read the data from the PAY-HISTORY file and match it with the PER-HISTORY file. Use the Position Type, Pay Plan, CO-OP Degree Level, and Organization: Assigned from the personnel history transaction reflecting the personnel information in effect at the end of each Pay Period. If Pay Period start and end months are less than 10, reduce the year by 1 to start at the pay period that spans OCT 1 of the prior year (fiscal year 1995 starts on 10/2). Always display the accurate start and ending pay period dates.

ORGANIZATION: Assigned equals one of the following user designated selection options:

INCLUDE only the Organization: Assigned code (up to 5 characters)\* as specified.

EXCLUDE only the Organization: Assigned code (up to 5 characters)\* as specified.

All Organization: Assigned codes.

\* NPPS will select based on the characters entered; i.e., "A" will select all Organization: Assigned codes beginning with "A."

**PAGES 1 & 3**

CEILING-FULL-TIME PERMANENTS = Position Type 6, 7, or (0 w/ co-op level = I)

SES	=	Pay Plan ES
GS/GM	=	Pay Plan GS or GM
WAGE	=	Pay Plan W\$ or X\$ (\$ = any value)
OTHER	=	All other Pay Plans
TOTAL	=	Sum of SES + GS / GM + WAGE + OTHER

**PAGES 2 & 4**

CEILING-OTHER THAN FULL TIME PERMS = Position Type 3, 5, 8

PT-PERM	=	Position Type 8 and Work Schedule Code not equal I
SUMMER	=	Position Type 3 and Work Schedule Code not equal I
TEMP & OTHER	=	Position Type 5 and Work Schedule Code not equal I
INTERMITTENT	=	Work Schedule Code equal I
TOTAL	=	Sum of PT-PERM + SUMMER + TEMP + OTHER + INTERMITTENT

NON-CEILING = Position Type 1, 2, 4, 9 or (0 w/ coop level = G, U, N, P, H)

COOP	=	Position Type 1 or (0 w/ coop level = G, U, N, P, H)
OTHER	=	Position Type 2, 4, 9
TOTAL	=	Sum of COOP + OTHER

TOTAL of all employees = sum of FULL-TIME Permanents total + OTHER than FTP total + NON-CEILING total (items 70-73 exclude amounts for Full Time Permanents)

Dollar and hour amounts must contain all employees including Reactivation Status of 3.

Reactivation status is ignored when counting for items 7, 37, 42.

**FUND SOURCE 1 REPORT  
DATA ELEMENTS  
REPORT 818**

51	INTERCENTER TRANSFER SALARIES	Sum of Salary: Total Pay for the above employees during the time period selected.
52	OTHER SEPARATIONS	Number of employees leaving NASA service for reasons other than retirement during the time period selected. NOAC = 312 through 386.
53	OTHER SEPARATIONS SALARIES	Sum of Salary: Total Pay for the above employees during the time period selected.
54	TOTAL LOSSES	Sum of all the above for numbers of all losses in each category for the time period selected. Sum of items 48, 50, 52, and 68 (page 3) or 44, 48, 50, 52, and 72 (page 4).
55	TOTAL SALARY LOSSES	Sum of salaries for the above employees. Sum of items 49, 51, 53, and 69 (page 3) or 45, 49, 51, 53, and 73 (page 4).
56	RETURN-TO-DUTY ACTIONS	Number of employees returning to duty during the time period selected. Employees previously in extended LWOP category. NOAC = 292.
57	RTD SALARIES	Sum of Annual Salary (Gross Earnings: B/W) for the above employees for the time period selected.
58	EXTENDED LWOP ACTIONS	Number of employees in a non-paid leave status for longer than a 30-day period for the time period selected. NOAC = 450, 452, 460, <u>471, 472, 473, or 480 or Duty Status = L, M, S, or F.</u>
59	EXTENDED LWOP HOURS	Sum of leave without pay hours (LWOP: Used B/W) accumulated through the time period selected. <u>NOAC = 450, 452, 460, 471, 472, 473, or 480 or Duty Status = L, M, S, or F. NOAC = 460 or Duty Status = L.</u>
60	EXTENDED LWOP DOLLARS	Calculate for each employee on LWOP (computed value = LWOP: Used B/W * Salary: Hourly) and sum for all employees. <u>NOAC = 450, 452, 460, 471, 472, 473, or 480 or Duty Status = L, M, S, or F. Duty Status = L or NOAC = 460.</u>
61	INCIDENTAL LWOP HOURS	Sum of leave without pay hours (LWOP: Used B/W) accumulated though the time period selected. NOAC not equal 460 or Duty-Status not equal L.
62	INCIDENTAL LWOP DOLLARS	Calculate for each employee on LWOP (computed value = LWOP: Used B/W * Salary: Hourly) and sum for all employees. NOAC not equal 460 or Duty-Status not equal L.
63	HOLIDAY HOURS	Number of holiday work hours (Holiday: Hours B/W) plus adjustments (Holiday/Wked: Cur Adj Hours) paid for the time period selected.
64	HOLIDAY DOLLARS	Sum of holiday work dollars (Holiday Earnings: B/W) plus adjustments (Holiday/Wked: Cur Adj Earn) paid for the time period selected.
65	AVAILABILITY PAY DOLLARS	Sum of availability pay (Availability Pay: B/W) plus adjustments (Availability Pay: Adj) for the time period selected.
66	OTHER CONVERSIONS ACTIONS COOP	Number of other conversions (NOAC 5\$\$ or NOAC 781) to TO FTP FTP for the time period selected. Old Position Type equals (1 with Old Level = I), 2, 3, 4, 5, 8, 9 and New Position Type equals (0 with New Level = I), 6, 7.
67	OTHER CONVERSIONS TO FTP SALARIES	Sum of Salary: Total Pay for line 66 employees for the time period selected.
68	CONVERSION FROM	Number of conversions (NOAC 5\$\$ or NOAC 781) from full- FTP ACTIONS COOPLEV time permanent for the time period selected. (Old Position Type equal 6 or 7 or (Old Position Type equal 0 and Old eq I)) and (New Position Type not equal 6 or 7 or (New Position Type not equal 0 and New COOPLEV eq I).)
69	CONVERSION FROM SALARIES	Sum of Salary: Total Pay for line 68 employees for the time FTP period selected.

REPORT 518

W2 FORM - WAGE & TAX STATEMENT FOR  
NON-EMPLOYEES (REPORT 1 OF 32)

PAYROLL

PURPOSE:

To provide non-employees who have received cash awards with a wage and tax statement for filing with Federal, State, and Local taxing authorities.

CONTENT:

Report produced for all government non-employees with non-personnel action cash awards in the current pay year.

SEQUENCE:

1) Installation Code, SSN

2) Installation Code, Name

See Next Page for Data Elements

**W2 FORM - WAGE & TAX STATEMENT FOR NON-EMPLOYEES**  
**DATA ELEMENTS**  
**REPORT 518, 1/32**

- a. Control Number (A sequential number starting with 1)
- b. Installation: Fed Tax W2 ID
- c. Installation: Name,  
Installation: Address
- d. SSN
- e. Employee Name (First, MI, Last),  
Address: Mailing
- 1. Total of all current pay year Award Gross Amount
- 2. Total of all current pay year Award Federal Tax Deduction Amount
- 3. Total of all current pay year Award OASDI Earnings Amount
- 4. Total of all current pay year Award OASDI Deduction Amount
- 5. Total of all current pay year Award HIT Earnings Amount
- 6. Total of all current pay year Award HIT Deduction Amount
- 9. Blank
- 13a. Blank
- 13b. Blank
- 15c. Blank
- 15g. Blank
- 16. State = State Tax: Code or Former State Tax: Code  
Employer's State I.D. No = \*State Employer ID Table Lookup based on State
- 17. Total of all current pay year Award Gross Amount for all awards where an Award State Tax Deduction Amount is present for a state
- 18. Total of all current pay year Award State Tax Deduction Amount for a state
- 19. = City Name  
\*Tax Table Look Up Depending On City Tax: Code
- 20. Total of all current pay year Award Gross Amount for all awards where an Award City Tax Deduction Amount is present for a city
- 21. Total of all current pay year Award City Tax Deduction Amount for a city

**SELECTION CRITERIA**

Includes employees with following criteria:

- Installation Code equal to user designated Center Code
- Award Recipient Government Employee Indicator = G and ICB Category Code not = R
- Award Payroll Update Indicator = blank

REPORT 518

W-2 FORM - WAGE & TAX STATEMENT FOR  
NON-EMPLOYEES (REPORT 2 OF 32)

PAYROLL

PURPOSE:

To provide Statistics for non-employee W-2s.

CONTENT:

W-2's Counts and Totals.

SEQUENCE:

N/A

REPORT NO: 518  
SEQUENCE BY:

NASA PERSONNEL AND PAYROLL SYSTEM  
INSTALLATION NAME  
NON-INSTALLATION EMPLOYEES

PAGE:  
DATE:  
TIME:

W-2'S EDIT REPORT AND STATISTICS

AS OF MM/DD/YY

-----

NON-INSTALLATION EMPLOYEES WITH HIT (MQFE) ONLY = A,AAA,AAA  
NON-INSTALLATION EMPLOYEES WITH HIT (MQFE) AND FICA . . . = F,FFF,FFF  
NON-INSTALLATION EMPLOYEES ON FILE . . . . . = D,DDD,DDD

-----

TOTAL NON-INSTALLATION EMPLOYEE W-2 FORMS = C,CCC,CCC

-----

TTL NON-INSTALLATION EMPLOYEE COMPENSATION (NOT DEF) = GGG,GGG,GGG.GG  
FEDERAL TAX WITHHELD . . . . . = III,III,III.II

-----

TOTAL HOSP. INS. TAX WAGES . . . . . = JJJ,JJJ,JJJ.JJ  
TOTAL HOSP. INS. TAX DEDUCTED . . . . . = KKK,KKK,KKK.KK

-----

TOTAL FICA WAGES . . . . . = LLL,LLL,LLL.LL  
TOTAL FICA DEDUCTED . . . . . = MMM,MMM,MMM.MM

-----

TOTAL STATE TAX EARNINGS . . . . . = NNN,NNN,NNN.NN  
TOTAL STATE TAX DEDUCTION . . . . . = OOO,OOO,OOO.OO

TOTAL CITY TAX EARNINGS . . . . . = RRR,RRR,RRR.RR  
TOTAL CITY TAX DEDUCTION . . . . . = SSS,SSS,SSS.SS

-----

TOTAL NON-INSTALLATION EMPLOYEE COMPENSATION XXX,XXX,XXX.XX

See Next Page For Data Elements

**W-2 FORM - WAGE & TAX STATEMENT FOR NON-EMPLOYEES**  
**DATA ELEMENTS**  
**REPORT 518, 2/32**

- A. W-2 Form Counts if Award OASDI Deduction Amount = 0 and Award HIT Deduction Amount > 0
- C. Total W-2 Form Counts
- D. Total Non-Employee Counts
- F. W-2 Counts if Award OASDI Deduction Amount > 0 and HIT Deduction Amount > 0
- G. Total of Award Gross Amount
- I. Total of Award Federal Tax Deduction Amount
- J. Total of Award HIT Earnings Amount
- K. Total of Award HIT Deduction Amount
- L. Total of Award OASDI Earnings Amount
- M. Total of Award OASDI Deduction Amount
- N. Total of Award Gross Amount where Award State Tax Deduction Amount > 0
- O. Total of Award State Tax Deduction Amount
- R. Total of Award Gross Amount where Award City Tax Deduction Amount > 0
- S. Total of Award City Tax Deduction Amount
- X. Total of Award Gross Amount



REPORT 518

W-2 FORM - WAGE & TAX STATEMENT FOR  
NON-EMPLOYEES (REPORT 2 OF 3)

PAYROLL

PURPOSE:

To provide Statistics for non-employee W-2s at an Agency Level for the Consolidated Payroll Office.

CONTENT:

W-2's Counts and Totals.

SEQUENCE:

N/A

REPORT NO: 518	NASA PERSONNEL AND PAYROLL SYSTEM	PAGE:
SEQUENCE BY:	INSTALLATION NAME	DATE:
	NON-INSTALLATION EMPLOYEES	TIME:
W-2'S EDIT REPORT AND STATISTICS		
AS OF MM/DD/YY		
Agency Totals		
-----		
	NON-INSTALLATION EMPLOYEES WITH HIT (MQFE) ONLY	= a,aaa,aaa
	NON-INSTALLATION EMPLOYEES WITH HIT (MQFE) AND FICA . . .	= f,fff,fff
	NON-INSTALLATION EMPLOYEES ON FILE . . . . .	= d,ddd,ddd
-----		
	TOTAL NON-INSTALLATION EMPLOYEE W-2 FORMS	= c,ccc,ccc
-----		
	TTL NON-INSTALLATION EMPLOYEE COMPENSATION (NOT DEF)	= ggg,ggg,ggg.gg
	FEDERAL TAX WITHHELD . . . . .	= iii,iii,iii.ii
-----		
	TOTAL HOSP. INS. TAX WAGES . . . . .	= jjj,jjj,jjj.jj
	TOTAL HOSP. INS. TAX DEDUCTED . . . . .	= kkk,kkk,kkk.kk
-----		
	TOTAL FICA WAGES . . . . .	= lll,lll,lll.ll
	TOTAL FICA DEDUCTED . . . . .	= mmm,mmm,mmm.mm
-----		
	TOTAL STATE TAX EARNINGS . . . . .	= nnn,nnn,nnn.nn
	TOTAL STATE TAX DEDUCTION . . . . .	= ooo,ooo,ooo.oo
-----		
	TOTAL CITY TAX EARNINGS . . . . .	= rrr,rrr,rrr.rr
	TOTAL CITY TAX DEDUCTION . . . . .	= sss,sss,sss.ss
-----		
	TOTAL NON-INSTALLATION EMPLOYEE COMPENSATION	xxx,xxx,xxx.xx
-----		

See Next Page For Data Elements

**W-2 FORM - WAGE & TAX STATEMENT FOR NON-EMPLOYEES**  
**DATA ELEMENTS**  
**REPORT 518, 2/3**

- A. W-2 Form Counts if Award OASDI Deduction Amount = 0 and Award HIT Deduction Amount > 0
- C. Total W-2 Form Counts
- D. Total Non-Employee Counts
- F. W-2 Counts if Award OASDI Deduction Amount > 0 and HIT Deduction Amount > 0
- G. Total of Award Gross Amount
- I. Total of Award Federal Tax Deduction Amount
- J. Total of Award HIT Earnings Amount
- K. Total of Award HIT Deduction Amount
- L. Total of Award OASDI Earnings Amount
- M. Total of Award OASDI Deduction Amount
- N. Total of Award Gross Amount where Award State Tax Deduction Amount > 0
- O. Total of Award State Tax Deduction Amount
- R. Total of Award Gross Amount where Award City Tax Deduction Amount > 0
- S. Total of Award City Tax Deduction Amount
- X. Total of Award Gross Amount



<b>FEGLI Age</b>	<b>FEGLI: Age Group</b>
------------------	-------------------------

0 - 34	1
35 - 39	2
40 - 44	3
45 - 49	4
50 - 54	5
55 - 59	6
over 59	7

Where: FEGLI: Age = FEGLI insurance year\* - birth year. If FEGLI month/day\* is less than birth month/day, subtract 1 from FEGLI: Age

\* Refer to Table 3.1.1.4.2-3.

### 3.1.1.2.2-201

The capability shall be provided to set TSP: Previous Birth Date to the previous value of Date of Birth when the employee's Date of Birth changes.

### 3.1.1.2.2-202

The capability shall be provided to set Appointment: Days Cum to zero when Appointment: Day Limit is set to zero.

### 3.1.1.2.2-203

The capability shall be provided to set Appointment: Dollars Cum to zero when Appointment: Dollar Limit is set to zero.

### 3.1.1.2.2-204

The capability shall be provided to set Appointment: Hours Cum to zero when Appointment: Hour Limit is set to zero.

### 3.1.1.2.2-205

The capability shall be provided to set Annual Leave: Category Code based on the employee's years of service and set Annual Leave: Change Date (if the Annual Leave: Category Code changes) to the Effective Date of the action when the employee's SCD: Leave changes.

#### 3.1.3.1.1-303

The capability shall be provided to accept the establishment or modification of the CFC biweekly deduction only when the CFC organization code and requested deduction amount are entered.

#### **3.1.3.1.1-400 Union Dues**

The capability shall be provided for employee biweekly deductions for union dues for one union.

#### 3.1.3.1.1-401

The capability shall be provided to enter and maintain union dues data as specified in table TUNION in Appendix J for use in union dues transaction editing, deduction computations, and reporting.

#### 3.1.3.1.1-402

The capability shall be provided to establish, modify, and cancel union dues deductions. Union dues transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

#### 3.1.3.1.1-403

The capability shall be provided to generate an informative message when the Union Code changes and the Union Cancellation Date (refer to table TUNION in Appendix J) for that union is not within the current pay period.

#### 3.1.3.1.1-404

The capability shall be provided to establish a biweekly deduction amount that will be used in lieu of the union dues rate specified in table TUNION in Appendix J.

#### 3.1.3.1.1-405

The capability shall be provided to accept the establishment of the union dues deduction only if the employee is not in bargining unit status of 7777 or 8888, ~~a supervisory status (Supervisory Code of 2)~~.

#### 3.1.3.1.1-406

The capability shall be provided to establish, modify, and cancel the Senior Executive Association dues for which the employee must be in Pay Plan ES, EX, SL, ST, AD, CA, GS, or GM. When the Pay Plan is GS or GM, the Grade: Current must be greater than 13.

## RETENTION REGISTER REPORT 252

- A. Competitive Area description found in table TCMPAREA
- B. Position Occupied
- C. Pay Plan, except for GS and GM which are combined as GS/GM
- D. Grade: Current
- E. Supervisory Group Code Description
 

<u>Supv Code</u>	<u>Group</u>	<u>Description</u>
2	1	SUPV
4, 5, 6, 8, 77	2	NON-SUPV
- F. NASA Classification Code
- G. Occupational Code
- H. Competitive Level
- J. Tenure Code Group
  - If Tenure Code = 0, GRP = 0
  - If Tenure Code = 1, GRP = I
  - If Tenure Code = 2, GRP = II
  - If Tenure Code = 3, GRP = III
  - If Tenure Code = 2 and Tenure:Ending Date is less than or equal to the RIF Effective Date, the Tenure Code will be set to 1.
- K. If Veteran Preference = 6 and Veteran Preference RIF = Y:  
     Veteran Preference Subgroup = AD
  - If Veteran Preference Not = 6 and Veteran Preference RIF = Y:  
 Veteran Preference Subgroup = A
  - If Veteran Preference RIF = N:  
 Veteran Preference Subgroup = B
- L. Veteran Preference
- M. Veteran Preference RIF
- N. Employee Name (Last, First, MI, Gen)
- O. If Title: OPM is blank
  - Title: NASA
  - else Title: OPM
- P. Position: Description Number
- Q. Performance Rating: Current
- R. Empl Crnt Rtg Efctv Date\*
- S. Performance Rating: Prior 1
- T. Empl Prior1 Rtnng Efctv Date\*
- U. Performance Rating: Prior 2
- V. Empl Prior2 Rtnng Efctv Date\*
- W. SCD:RIF if present, else SCD:Leave
- X. If FSCD: RIF not = 0
  - Adjusted FSCD = SCD: RIF - SCAVG
  - else Adjusted FSCD = SCD: Leave - SCAVG

**RETENTION REGISTER  
REPORT 252C**

- A. Competitive Area description found in table TCMPAREA
- B. Position Occupied
- C. Pay Plan, except for GS and GM which are combined as GS/GM
- D. Grade: Current
- E. Supervisory Group Code Description
- | <u>Supv Code</u> | <u>Group</u> | <u>Description</u> |
|------------------|--------------|--------------------|
| 2                | 1            | SUPV               |
| 4, 5, 6, 8, 7    | 2            | NON-SUPV           |
- F. NASA Classification Code
- G. Occupational Code
- H. Competitive Level
- J. Tenure Code Group  
If Tenure Code = 0, GRP = 0  
If Tenure Code = 1, GRP = I  
If Tenure Code = 2, GRP = II  
If Tenure Code = 3, GRP = III  
If Tenure Code = 2 and Tenure:Ending Date is less than or equal to the RIF  
Effective Date the Tenure Code will be set to 1.
- K. If Veteran Preference = 6 and Veteran Preference RIF = Y:  
Veteran Preference Subgroup = AD  
  
If Veteran Preference Not = 6 and Veteran Preference RIF = Y:  
Veteran Preference Subgroup = A  
  
If Veteran Preference RIF = N:  
Veteran Preference Subgroup = B
- L. Veteran Preference
- M. Veteran Preference RIF
- N. Employee Name (Last, First, MI, Gen)
- O. If Title: OPM is blank  
  
Title: NASA  
  
else Title: OPM
- P. Position: Description Number
- Q. Performance Rating: Current
- R. Empl Crnt Rtg Efctv Date\*
- S. Performance Rating: Prior 1
- T. Empl Prior1 Rtnng Efctv Date\*
- U. Performance Rating: Prior 2
- V. Empl Prior2 Rtnng Efctv Date\*
- W. SCD:RIF if present, else SCD:Leave
- Y. If FSCD: RIF not = 0  
  
Adjusted FSCD = SCD: RIF - SCAVG  
  
else Adjusted FSCD = SCD: Leave - SCAVG

**TENURE COMPLETIONS DURING RIF PERIOD  
DATA ELEMENTS  
REPORT 252D**

- A. Competitive Area Description found in table TCMPAREA
- B. Position Occupied Description found in table TPOSOCC
- C. SSN
- D. Employee Name (Last, First, MI, Gen)
- E. Tenure Code
- F. Tenure: Ending Date
- G. Pay Plan
- H. Grade: Current
- I. Work Schedule Code
- J. Supervisory Group Code Description
 

<u>Supv Code</u>	<u>Group</u>	<u>Description</u>
2	1	SUPV
4, 5, 6, 8, <u>7</u>	2	NON-SUPV
- K. NASA Classification Code
- L. Competitive Level

**SELECTION CRITERIA:**

- Installation code equal to user designated center code
- Tenure Code equal to 2
- Tenure: Ending Date less than or equal to the RIF Cutoff Date
- Duty Status not equal to 'Z' or 'M'
- Employee Indicator equals blank or (Employee Indicator not equal blank and Pay Plan not equal blank)
- Agency Code equals user designated Agency Code if entered



**RETENTION REGISTER LITE  
DATA ELEMENTS  
REPORT 255**

- A. Competitive Area description found in table TCMPAREA (if TCMPAREA blank, print Duty Station description from table TDTYSTN)
- C. Pay Plan, except for GS and GM which are combined as GS/GM
- D. Grade: Current
- E. Supervisory Group Code Description
- | <u>Supv Code</u>     | <u>Group</u> | <u>Description</u> |
|----------------------|--------------|--------------------|
| 2                    | 1            | SUPV               |
| 4, 5, 6, 8, <u>7</u> | 2            | NON-SUPV           |
- F. NASA Classification Code
- G. Occupational Code
- H. Competitive Level
- J. Tenure Code Group  
 If Tenure Code = 0, GRP = 0  
 If Tenure Code = 1, GRP = I  
 If Tenure Code = 2, GRP = II  
 If Tenure Code = 3, GRP = III
- K. If Veteran Preference = 6 and Veteran Preference RIF = Y:  
 Veteran Preference Subgroup = AD  
 If Veteran Preference Not = 6 and Veteran Preference RIF = Y:  
 Veteran Preference Subgroup = A  
 If Veteran Preference RIF = N:  
 Veteran Preference Subgroup = B
- N. Employee Name (Last, First, MI, Gen)
- O. If Title: OPM is blank  
 Title: NASA  
 else Title: OPM
- P. The 3 Performance Ratings and their effective dates used in the computation of SC1, SC2 and SC3 in Y below.
- Y. SCD:RIF if present, else SCD:Leave  
 If FSCD: RIF not = 0  
 Adjusted FSCD = SCD: RIF - SCAVG  
 else Adjusted FSCD = SCD: Leave - SCAVG  
 SCAVG = Average of Service Credit Years = SC1 + SC2 + SC3 / 3.  
 Establish 3 Service Credits (SCs) based on the most current ratings.  
 Select (up to 3 ratings) based on the following:
- Performance Rating: (Cur, Prior1, Prior2, Prior3) = 1, 2, 3, 4, or 5,  
 and  
 Performance Rating Effective Date (Cur, Prior1, Prior2, Prior3) is not blank or 00/00/00  
 and  
 Performance Rating Effective Date is equal to or less than RIF Cutoff Date
  - If Performance Rating = 0, do not select

<b>Report No.</b>	<b>Title</b>	<b>Page No.</b>
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433	LWOP SCD HOURS RESET .....	G - PAY - 335
<del>434</del>	<del>YEAR END LEAVE REPORT .....</del>	<del>G - PAY - 170</del>
456	NEBA BIWEEKLY SUMMARY .....	G - PAY - 327
500	NON-EFT TAPE LISTING .....	G - PAY - 129
505	GAINS AND LOSSES TO NORMALS FROM PAY BLOCK MIGRATION .....	G - PAY - 134
506	EFT TAPE LISTING .....	G - PAY - 138
506	TRANSMISSION TAPE LISTING .....	G - PAY - 135
506	TRANSMISSION TAPE LISTING .....	G - PAY - 137
507	FEDERAL RETIREMENT THRIFT SAVINGS PLAN - CERTIFICATION OF TRANSFER OF FUNDS AND JOURNAL VOUCHER .....	G - PAY - 139
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518	W2 FORM - WAGE & TAX STATEMENT FOR NON-EMPLOYEES (REPORT 1 OF 2).....	G - PAY - 304
818	FUND SOURCE 1 REPORT .....	G - PAY - 285
818	FUND SOURCE 1 REPORT .....	G - PAY - 290
818	FUND SOURCE 1 REPORT (PAGE 1 OF 4).....	G - PAY - 286
818	FUND SOURCE 1 REPORT (PAGE 2 OF 4).....	G - PAY - 287

### **3.1.2.3.6 Annual Comparability Increase Mass Action**

NPPS shall provide the capability to generate a suspended ACI (NOAC 894) for each employee in the database who meets the selection criteria specified by the user. NPPS shall provide the capability for the user to set all new Salary amounts for all Pay Table, Grade, and Step combinations.

NPPS shall provide the capability to generate ACI suspended actions for General Merit employees (Pay Plan equals GM) as well as those employees who are not General Merit (Pay Plan not equal GM).

#### INPUTS

The inputs for the ACI process are listed in Appendix D.

#### PROCESSES

##### 3.1.2.3.6-100

The capability shall be provided to set the Source of each action to A, indicating that the ACI Mass Action process created the transaction.

##### 3.1.2.3.6-101

The capability shall be provided to determine the eligibility criteria for employees who are not General Merit as follows.

Annuitant Indicator is not 1, 4, ~~and 5~~, A, C, or E.

Pay Rate Determinant is 0, 5, 6, 7, C, or M.

Pay Table and Grade match those specified by the user.

##### 3.1.2.3.6-102

The capability shall be provided to set Empl Basic Pay Amt and Empl Sch Basic Pay Amt for employees who are not General Merit (Pay Plan not equal GM) in accordance with table TSALSTEP included in Appendix J based on the employee's Pay Table, Grade: Current, and Step.

~~6.0-3/97~~

3.1.2.3.6-103

The capability shall be provided to determine eligibility criteria for General Merit employees as follows.

Pay Plan is GM.

Pay Rate Determinant is 0, 5, 6, 7, C, or M.

Annuitant Indicator is not 1, 4, ~~and 5~~, A, C, or E.

3.1.2.3.6-104

The capability shall be provided to calculate the Empl Basic Pay Amt and Empl Sch Basic Pay Amt for General Merit employees as specified in the following paragraphs and the following terms shall be used as defined.

- Old Basic Minimum = Minimum Salary for the employee's current Grade under the old salary table ranges.
- New Basic Minimum = Minimum Salary for the employee's current Grade under the new salary table ranges.
- Old Basic Maximum = Maximum Salary for the employee's current Grade under the old salary table ranges.
- New Basic Maximum = Maximum Salary for the employee's current Grade under the new salary table ranges.
- Old Range = Old Basic Maximum - Old Basic Minimum.
- New Range = New Basic Maximum - New Basic Minimum.

3.1.2.3.6-105

The capability shall be provided to perform the following calculation if the Pay Plan equals GM. Reference 5CFR 531.205(a)(2).

1. If Empl Basic Pay Amt\* = Old Minimum,  
Empl Basic Pay Amt = New Minimum
2. If Empl Basic Pay Amt\* = Old Maximum,  
Empl Basic Pay Amt = New Maximum
3. If Empl Basic Pay Amt\* > Old Minimum and < Old Maximum,  
Empl Basic Pay Amt = New Minimum + A\*\*  
Where A = ((Empl Basic Pay Amt\* - Old Minimum) / Old  
Range\*\*\*) x New Range

<b>Years of Service</b>	<b>Annual Leave: Category Code</b>
0 - 2	4
3 - 14	6
15 +	8

\* Beginning date of current pay period minus SCD: Leave.

#### 3.1.1.2.2-206

The capability shall be provided to set the NASA Code Block to the first character of the NASA Classification Code if an employee's NASA Classification Code changes.

#### 3.1.1.2.2-207

The capability shall be provided to change all current and historical data for an employee to reflect the current value for SSN, SSN: Previous, and TSP: Previous SSN if the employee's SSN changes.

#### 3.1.1.2.2-208

The capability shall be provided to set the Correction/Cancellation Flag to Y for the action being corrected or cancelled for NOAC 001 and NOAC 002.

#### 3.1.1.2.2-209

The capability shall be provided to change all current and historical data for an employee to reflect the current value for Name: Last, Name: First, Name: Middle, Name: Genealogical Suffix, Name: Previous Last, Name: Previous First, Name: Previous Middle, and Name: Previous Genealogical Suffix when the employee's Name changes.

#### 3.1.1.2.2-210

The capability shall be provided to set the Union Dues: Required to zero and blank out the Union Code when an employee's Supervisory Code changes to 2 from something other than 2.

# **APPENDIX N**

## **EXTERNAL INTERFACE TAPE SPECIFICATIONS**



## EXTERNAL INTERFACE TAPE SPECIFICATIONS

SOURCE DATA SPECIFICATIONS FOR U.S. TREASURY	
DEPARTMENT INTERFACE TAPES.....	N - TD - 1
EFT TAPE .....	N - EFT - 1
NON EFT TAPE .....	N - NONEFT - 1
SOURCE DATA SPECIFICATIONS FOR SOCIAL SECURITY	
ADMINISTRATION INTERFACE TAPES .....	N - SSA - 1
SOURCE DATA SPECIFICATIONS FOR USDA NATIONAL	
FINANCE CENTER INTERFACE TAPES .....	N - USDA - 1
SOURCE DATA SPECIFICATIONS FOR NEBA INTERFACE	
TAPES.....	N - NEBA - 1
SOURCE DATA SPECIFICATIONS FOR NATIONAL DIRECTORY	
OF NEW HIRES/CHILD SUPPORT ENFORCEMENT/HHS	
BIWEEKLY NEW HIRES FILE.....	N - NEWHIRE - 1
SOURCE DATA SPECIFICATIONS FOR NATIONAL DIRECTORY	
OF NEW HIRES/CHILD SUPPORT ENFORCEMENT/HHS	
QUARTERLY WAGES FILE.....	N - QWAGE - 1
SOURCE DATA SPECIFICATIONS FOR CALIFORNIA STATE QTD INTERFACE	
TAPES.....	N - CAQTD - 1
SOURCE DATA SPECIFICATIONS FOR ADMINSTAR INTERFACE	
ORGANIZATION .....	N - ADMIN - 1
PERSONNEL .....	N - ADMIN - 2
SOURCE DATA SPECIFICATIONS FOR FEDERAL RESERVE BANK-	
PITTSBURGH NDM DATASET	
BOND TAPE .....	N - BOND - 1





**SOURCE DATA SPECIFICATIONS FOR  
U.S. TREASURY DEPARTMENT  
INTERFACE TAPES**



## Tape Specifications

<b>Tape</b>	<b>Tape Density</b>	<b>Rec Size</b>	<b>Blk Size</b>	<b>Rec Type</b>	<b>JCL- ENTERED-LABEL</b>	<b>* = Major sort Record-sequence</b>
EFT	1600	160	1600	FB	NASA.SALARY	Employee SSN within *EFT-routing-number  One header and one trailer record
Non-EFT	1600	74-204	1860	VB	REGULAR.SALY.NASA	SSN within *line codes  Two trailer data records

**Note:** The record sizes for Variable Blocked (VB) records include the 4 bytes used by the operation system that gives the record length.



**SOURCE DATA SPECIFICATIONS FOR  
U.S. TREASURY DEPARTMENT  
INTERFACE TAPES  
(EFT TAPE)**



**NET PAY/ALLOTMENT RECORD**  
**(Direct Deposit)**

<b>Field</b>				
<b>Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	9	1-9	SSN	
2	1	10	Record code	Always "A"; system generated
3	8	11-18	Amount Net = NET EARNINGS: B/W Allot = VOLUNTARY ALLOT: REQ'ST AMT(1-2) Loan = MER-TSP-LOAN-DED-AMT(1) + TSP: LOAN 1 ADJUSTMENT OR = MER-TSP-LOAN-DED-AMT(2) + TSP: LOAN 2 ADJUSTMENT	Unsigned
4	1	19	Line code	"S" = Net pay "A" = Allotment; "A" = Loan system generated
5	8	20-27	INSTALLATION: PAYROLL OFFICE NUM	
6	25	28-52	NAME: FIRST MI. LAST (22 characters followed by 3 spaces) For TSP loan name = <i>NATL FINANCE CENTER</i>	
7	1	53	ACCOUNT TYPE: EFT Net = PAY-ADDR-ACCT-TYPE Allot = PAY-VOL-ALLOT-A-TYPE PAY-VOL-ALLOT-B-TYPE Loan = S	"C" = Checking "S" = Savings
8	9	54-62	FINANCIAL INST ROUTING NBR Net = PAY-ADDR-INST-NBR Allot = PAY-VOL-ALLOT-INST(1-2) Loan = MER-TSP-LOAN-INST(1-2)	Includes check digit
9	17	63-79	ACCOUNT NUMBER Net = NET-PAY-ADDR-ACCT-NBR Allot = PAY-VOL-ALLOT-ACCT-NBR(1-2) Loan = MER-TSP-LOAN-ACCT-NBR(1-2)	
10	4	80-83	Center Number	
11	77	84-160	Blank	



### EFT Header Record (Direct Deposit)

Field				
Number	Length	Column	Source Data Field	Remarks
1	4	1-4	Record ID	Always "DHDR"; system generated
2	16	5-20	Blank	
3	10	21-30	File ID	Always "NASASALARY"; system generated
4	5	31-35	Creation date Gregorian date (YYDDD)	From the NATURAL system (*DATJ)
5	5	36-40	Blank	
6	20	41-60	Agency name	First 20 characters of INSTALL- NAME
7	12	61-72	Agency telephone number INSTALL-TSP-CONTACT-PHONE	
8	6	73-78	DD/EFT Agency ID	Always "FEDSAL"; system generated
9	11	79-89	Schedule Number	1-2: P- 3-4: CTL-Date Year (YY) 5: - 6-7: CTL-Period 8: A 9-11: Blank
10	10	90-99	Blank	For consolidated, else blank; system generated
11	8	100-107	ALC	99000001 for consolidated, else blank; system generated

<b>Field</b>				
<b>Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
12	1	108	Blank	
13	11	109-119	Schedule Number	1-2: P- 3-4: CTL-Date Year (YY) 5: - 6-7: CTL-Period 8: A 9-11: Blank For consolidated, else blank; system generated
14	41	120	Blank	

### EFT Trailer Record (Direct Deposit)

<b>Field</b>				
<b>Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	4	1-4	Record ID	Always "DEOR"; system generated
2	6	5-10	Blank	
3	10	11-20	Record Count	System calculated
4	9	21-29	Blank	
5	11	30-40	Total Amount	System calculated
6	62	41-102	Blank	
7	8	103-110	ALC	99000001 for consolidated, else blank; system generated
8	1	111	Blank	
9	11	112-122	Schedule Number	1-2: P- 3-4: CTL-Date Year (YY) 5: - 6-7: CTL-Period 8: A 9-11: Blank For consolidated, else blank; system generated
10	38	123-160	Blank	

**SOURCE DATA SPECIFICATIONS FOR  
U.S. TREASURY DEPARTMENT  
INTERFACE TAPES  
(NON-EFT TAPE)**



**Non-EFT Header Record**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	8	1-8		99000001 system generated
2	1	9	Blank	
3	1	10		Always 'E'; system generated
4	11	11-21	Schedule Number	1-2: 'P-' 3-4: CTL-Date Year (YY) 5: '-' 6-7: CTL-Period 8: 'B' 9-11: Blank; system generated
5	6	22-27	Blank	
6	8	28-35	INSTALLATION: PAYROLL OFFICE NUM	
7	20	36-55	INSTALLATION: NAME	
8	12	56-67	INSTALLATION: TSP CONTACT PHONE	XXX-XXX-XXXX
9	3	68-70	Blank	

**Non-EFT Pay Tape**  
**(Office Check Line Code = "1", Award Line Code = "2")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	9	1-9	SSN	
2	1	10	Record code	Always "A"; system generated
3	1	11	Object code	Always zero; system generated
4	1	12	Mail sort code	Always zero; system generated
5	1	13	Type of payment code	Always blank; system generated
6	8	14-21	Payment amount NET EARNINGS: B/W (AWARD: AMOUNT - FEDERAL TAX: AWARD B/W - CITY: AWARD B/W - STATE: AWARD B/W - HIT: AWARD B/W - FICA: AWARD B/W)	Office check (award, system calculated)
7	1	22	Line code	"1" = Office chk "2" = Award System generated
8	1	23	Blank	
9	4	24-27	Agency use	Always blank
10	4	28-31	Designated Agent Code Install-DA-Code	
11	2	32-33	Blank	
12	8	34-41	INSTALLATION: PAYROLL OFFICE NUM	
13	16	42-57	INSTALLATION: APPROPRIATION CODE	
14	25	58-82	NAME: FIRST MI. LAST	Payee name
15	6	83-88	Blank	

**Non-EFT Pay Tape**  
**(Net Pay Record: Line Code = "3")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	9	1-9	SSN	
2	1	10	Record code	Always "A"; system generated
3	1	11	Object code	Always zero; system generated
4	1	12	Mail sort code	Always zero; system generated
5	1	13	Type of payment code	Always blank; system generated
6	8	14-21	NET EARNINGS: B/W	
7	1	22	Line code	Always = "3"; system generated
8	1	23	ZIP code control	Always = "1"; system generated
9	4	24-27	Agency code	Always blank; system generated
10	4	28-31	Designated agent code	Always blank; system generated
11	2	32-33	Blank	
12	8	34-41	INSTALLATION:PAYROLL OFFICE NUM	
13	16	42-57	INSTALLATION:APPROPRIATION CODE	
14	25	58-82	NAME:FIRST MI. LAST	
15	9	83-91	ADDRESS:CHECK MAILING (ZIP)	Nine numbers or five numbers followed by four spaces
16	35	92-126	ADDRESS:CHECK MAILING	Address line 1 or 2
17	18	127-144	ADDRESS:CHECK MAILING	Address, City, St.
18	8	145-152	BLANK	



**Non-EFT Pay Tape**  
**(Net Pay Record: Line Code = "4")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	9	1-9	SSN	
2	1	10	Record code	Always "A"; system generated
3	1	11	Object code	Always zero; system generated
4	1	12	Mail sort code	Always zero; system generated
5	1	13	Type of payment code	Always blank; system generated
6	8	14-21	NET EARNINGS: B/W	
7	1	22	Line code	Always "4"; system generated
8	1	23	ZIP code control	Always "1"; system generated
9	4	24-27	Agency code	Always blank; system generated
10	4	28-31	Designated agent code	Always blank; system generated
11	2	32-33	Blank	
12	8	34-41	INSTALLATION: PAYROLL OFFICE NUM	
13	16	42-57	INSTALLATION: APPROPRIATION CODE	
14	25	58-82	NAME: FIRST MI. LAST	
15	9	83-91	ADDRESS: CHECK MAILING (ZIP)	Nine numbers or five numbers followed by four spaces
16	35	92-126	ADDRESS: CHECK MAILING	Address line 1
17	35	127-161	ADDRESS: CHECK MAILING	Address line 2
18	18	162-179	ADDRESS: CHECK MAILING	Address City, St.
19	13	180-192	Blank	

**Non-EFT Pay Tape**  
**(Installation Payments: Line Code = "8")**  
**(Page 1 of 2)**

Field Number	Length	Column	Source Data Field	Remarks
1	9	1-9	Blank or CFC-Chapter or Union-Local-Num	
2	1	10	Record code	Always "A"; system generated
3	1	11	Object code	System generated; Can be = 0 NEBA / Union = "3" Charities = "2"
4	1	12	Mail sort code	Always zero; system generated
5	1	13	Type of payment code	Always blank
6	8	14-21	Payment amount NEBA: TOTAL B/W UNION DUES: B/W + UNION DUES: ADJUSTMENT CFC: B/W + CFC: ADJUSTMENT	Totals calculated from employee's deduction (UNION & CFC by agency)
7	1	22	Line code	Always "8"; system generated
8	1	23	ZIP code control	Always "1"; system generated
9	10	24-33	Agency name/Location (If the center = "1234" then this field would equal "NASA-1234 ")	System generated ("NASA-" is placed before the center code from workfile with a trailing space.)
10	8	34-41	INSTALLATION: PAYROLL OFFICE NUM	
11	16	42-57	INSTALLATION: APPROPRIATION CODE	
12	25	58-82	Address line 1 (columns 1-25) CFC-ADDR1 UNION-ADDR1 VOUCHER-NEBA-ADDR-1	<u>From table</u> TCFC TUNION TINSTALL
13	9	83-91	ZIP code CFC-ZIP UNION-ZIP VOUCHER-NEBA-NAME	Nine numbers or five numbers followed by four spaces

**Non-EFT Pay Tape**  
**(Installation Payments: Line Code = "8")**  
**(Page 2 of 2)**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
14	35	92-126	Payee name CFC-NAME UNION-NAME VOUCHER-NEBA-ZIP	<u>From table</u> TCFC TUNION TINSTALL
15	35	127-161	Address line 2 CFC-ADDR2 UNION-ADDR2 VOUCHER-NEBA-ADDR-2	See tables noted above
16	18	162-179	Address line 3 CFC-CITY CFC-STATE UNION-CITY UNION-STATE VOUCHER-NEBA-CITY VOUCHER-NEBA-ST	City and state in line 3 with a space between
17	10	180-189	Address line 1 (columns 26-35) CFC-ADDR1 UNION-ADDR1 VOUCHER-NEBA-ADDR-1	<u>From table</u> TCFC TUNION TINSTALL
18	11	190-200	Blanks	

**Non-EFT Pay Tape**  
**(Discretionary Allotments: Line Code = "9")**  
**(Page 1 of 2)**

Field Number	Length	Column	Source Data Field	Remarks
1	9	1-9	SSN	
2	1	10	Record code	Always "A"; system generated
3	1	11	Object code	Always zero; system generated
4	1	12	Mail sort code	Always zero; system generated
5	1	13	Type of Payment Code	Always blank; system generated
6	8	14-21	Payment Amount BANKRUPTCY: B/W CHILD SUPPORT: B/W INDEBTEDNESS DUE U.S.: B/W EMPL GRNSH CRNT DED AMT	
7	1	22	Line code	Always "9"; system generated
8	1	23	ZIP code control	Always "1"; system generated
9	4	24-27	Agency use BANKRUPTCY = "2 " CHILD SUPPORT = "1 " INDEBTEDNESS = "3 " COMMERCIAL GARNISHMENT = "4 "	System generated to identify discretionary payment type
10	4	28-31	Designated Agent Code	Always blank
11	2	32-33	Blank	
12	8	34-41	INSTALLATION: PAYROLL OFFICE NUM	
13	16	42-57	INSTALLATION: APPROPRIATION CODE	
14	25	58-82	NAME: FIRST MI. LAST	Employee name
15	9	83-91	ZIP code BANKRUPTCY AGENCY ADDR CHILD SUPPORT: ACY ADDR INDEBTEDNESS DUE U.S.: ACY ADDR EMPL GRNSH CRDTR ZIP CODE	Nine numbers or five numbers followed by four spaces

**Non-EFT Pay Tape**  
**(Discretionary Allotments: Line Code = "9")**  
**(Page 2 of 2)**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
16	35	92-126	Payee name BANKRUPTCY: AGENCY NAME CHILD SUPPORT: ACY NAME INDEBTEDNESS DUE U.S.: ACY NAME EMPL GRNSH CRDTR NAME	
17	35	127-161	Address line 1 BANKRUPTCY: AGENCY ADDR CHILD SUPPORT: ACY ADDR INDEBTEDNESS DUE U.S.: ACY ADDR EMPL GRNSH CRDTR ADDR	
18	18	162-179	Address line 2 BANKRUPTCY: AGENCY ADDR CHILD SUPPORT: ACY ADDR INDEBTEDNESS DUE U.S.: ACY ADDR EMPL GRNSH CRDTR CITY + EMPL-GRNSH-CRDTR-STATE	City, State
19	8	180-187	Blank	
20	12	188-199	Information to payee BANKRUPTCY: REMARKS CHILD SUPPORT: REMARKS INDEBTEDNESS DUE U.S.: REMARKS EMPL GRNSH CRDTR REMARK	
21	1	200	Blank	

**Non-EFT Trailer Records**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	3	1-3	Blanks	
2	6	4-9	Item count	System calculated
3	1	10	Record Code	Always "C"; system generated
4	15	11-25	Total Amount	System calculated
5	10	26-35	Agency I.D. INSTALLATION: PAYROLL-OFFICE NUM	Preceded by two spaces
6	35	36-70	Blanks	
6	14	36-49	Blanks	
7	8	50-57		99000001; System generated
8	1	58	Blank	
9	11	59-69	Schedule Number	1-2: P- 3-4: CTL-Date Year (YY) 5: - 6-7: CTL-Period 8: B 9-11: Blank System generated
10	1	70	Blank	

### Non-EFT Trailer Records

Field Number	Length	Column	Source Data Field	Remarks
1	3	1-3	Blanks	
2	6	4-9	Item count	System calculated
3	1	10	Record Code	Always "F"; system generated
4	15	11-25	Total Amount	System calculated
5	10	26-35	Agency I.D. INSTALLATION: PAYROLL-OFFICE NUM	Preceded by two spaces
6	35	36-70	Blanks	

**Note:** The two trailer records for the NON-EFT tape are the same EXCEPT that the record code of the next to last record on the tape is equal to "C" and the record code of the last record on the tape is equal to "F".

**SOURCE DATA SPECIFICATIONS FOR  
SOCIAL SECURITY ADMINISTRATION  
INTERFACE TAPES**





## Social Security Administration Tape Specifications

<b>Tape</b>	<b>Density</b>	<b>Rec Size</b>	<b>Blk Size</b>	<b>Rec Type</b>	<b>JCL-ENTERED-LABEL</b>
SSA	6250	275	2750	FB	PRODNPPS.TAPE.YEAREND

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## SSA Tape Record Sequence by Record Identifier

<b>Record Identifier</b>	<b>Remarks</b>
A	Employer Identification
B	Tape Specifications
E	Employer Establishment Record (for "Medicare Qualified (HIT) Employees who do not have OASDI wages or withholding)
W	Employee Wage Records
I	Subtotal for every 41 records or less for the last subtotal
S	Supplemental Record
I	Subtotal for every 41 records or less for the last subtotal
T	Subtotal for all W Records back to the last "E" Record
E	Employee Establishment Record (for all employees' records not included under the first "E" Record)
W	Employee Wage Records
S	Supplemental Record
I	Subtotal for every 41 records or last for the last subtotal
T	Subtotal for all W Records back to the last "E" Record
F	Final record on the SSA-Tape; a total count of all "W" Records on the tape

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "A")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	1	1	Record identifier	Always "A"; system generated
2	4	2-5	Year (Tax-year)	From workfile 8; Generated by BJS
3	9	6-14	INSTALLATION:FED TAX W2 ID	First nine numbers from the source field; dashes "-" are stripped out; left justified, zero fill right
4	1	15	Blank	
5	8	16-23	Blank	
6	50	24-73	INSTALLATION: NAME	From workfile 8, as loaded from BJS file. BJS file is loaded when runstreams are recreated or created.
7	25	74-113	INSTALLATION: SSA ADDRESS	Spaces are compressed out of 2-line address.
8	25	114-138	INSTALLATION: ADDRESS	City
9	2	139-140	INSTALLATION: ADDRESS	State
10	8	141-148	Blank	
11	5	149-153	Blank	
12	5	154-158	INSTALLATION:ADDRESS	ZIP code
13	117	159-275	Blank	

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "B")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	1	1	Record identifier	Always "B"; system generated
2	4	2-5	Year (Tax-year)	From workfile 8; generated by BJS
3	9	6-14	INSTALLATION: FED TAX W2 ID	First nine numbers from the source field; dashes "-" are stripped out; left justified, zero fill right
4	8	15-22	Computer	Always "IBM"; system generated
5	2	23-24	Internal labelling	Always "SL"; system generated
6	1	25	Blank	Always blank
7	2	26-27	Density	Always "62" for system generated
8	3	28-30	Recording code	Always "EBC"; system generated
9	1	31	Blank	Always blank
10	1	32	Blank	
11	1	33	Copy preference	Always blank
12	1	34	Blank	
13	112	35-146	Blank	
14	44	147-190	INSTALLATION: NAME	From workfile 8, as loaded from BJS file. BJS file is loaded when run streams are recreated or created.
15	35	191-225	INSTALLATION: SSA ADDRESS	Spaces are compressed out of 2-line address
16	20	226-245	INSTALLATION: ADDRESS	City
17	2	246-247	INSTALLATION: ADDRESS	State
18	5	248-252	Blanks	
19	5	253-257	INSTALLATION: ADDRESS	ZIP code
20	18	258-275	Blank	

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "E")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	1	1	Record identifier	Always "E"; system generated
2	4	2-5	Year (Tax-year)	From workfile 8; generated by BJS
3	9	6-14	INSTALLATION: FED TAX W2 ID	First nine numbers from the source field; dashes "-" are stripped out; left justified, zero fill right
4	9	15-23	Blank	
5	50	24-73	INSTALLATION: NAME	From workfile 8, as loaded from BJS file. BJS file is loaded when run streams are recreated or created.
6	40	74-113	INSTALLATION: SSA ADDRESS	Spaces are compressed out of two line address
7	25	114-138	INSTALLATION: ADDRESS	City
8	10	139-148	INSTALLATION: ADDRESS	State
9	5	149-153	Blank	
10	5	154-158	INSTALLATION: ADDRESS	ZIP code
11	1	159	NAME CODE	Always "S"
12	1	160	Type of Employment	"Q" for employees with a HIT deduction (and no OASDI); "R" for everybody else
13	2	161-162	Blocking factor	Always "10"
14	113	163-275	Blank	

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "W")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	1	1	Record identifier	Always "W"; system generated
2	9	2-10	SSN	
3	27	11-37	NAME: LAST, FIRST, MI, SUFF	Four name fields are compressed together with a space between name parts. The parts of a compound surname (including prefixes) will be separated by hyphens (-). If the prefix of a surname is only one character, an apostrophe (') will be used.
4	40	38-77	ADDRESS: MAILING AWARD RECIPIENT STREET ADDRESS	Home street address
5	25	78-102	ADDRESS: MAILING AWARD RECIPIENT CITY ADDRESS	City (and Country if foreign country)
6	10	103-112	ADDRESS: MAILING AWARD RECIPIENT STATE ADDRESS	State (blank if foreign country)
7	5	113-117	Blank	
8	5	118-122	ADDRESS: MAILING AWARD RECIPIENT ZIP ADDRESS	ZIP code
9	1	123	Statutory Employee code	Always blank; system generated
10	7	124-130	Annual FICA Wages FICA: EARNINGS YTD	
11	1	131	Blank	
12	7	132-138	Annual FICA tips	Always zeros; system generated
13	1	139	Blank	
14	9	140-148	Annual wages	System calculated (GROSS-EARNINGS: YTD) - (TSP: DEDUCTIONS TOTAL YTD)

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "W")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
15	1	149	Blank	
16	6	150-155	FICA tax withheld FICA: YTD HIT: YTD	
17	9	156-164	FEDERAL TAX: YTD	
18	1	165	Blank	Always blank
19	7	166-172	Zeros	Always zeros
20	1	173	Blank	Always blank
21	9	174-182	Zeros	Always zeros
22	9	183-191	HIT: EARNINGS YTD	
23	7	192-198	HIT: YTD	
24	8	199-206	Blank	Always blank
25	9	207-215	Zeros	Always zeros
26	1	216	Blank	Always blank
27	9	217-225	Zeros	Always zeros
28	1	226	Blank	Always blank
29	7	227-233	Zeros	Always zeros
30	7	234-240	Control Number	System calculated (consecutive no.)
31	14	241-254	Zeros	Always zeros
32	7	255-261	EIC: YTD	
33	1	262	Blank	Always blank
34	1	263	"P" if Pension Plan	
35	1	264	Blank	Always blank
36	1	265	"D" if Deferred Compensation	
37	1	266	Blank	Always blank
38	9	267-275	TSP: DEDUCTION TOTAL YTD	

Following each "E" Record will be one "W" Record for each unique SSN. Following each "W" Record will be from zero to 12 "S" Records (State, City, and County may each have a current and three former tax entities). "S" Records generated for the same tax entity will be combined into one "S" Record.

**Social Security Administration (Pay-year-end) Tape**  
**(Record Identifier = "I")**  
**(Page 1 of 2)**

<b>Field</b>				
<b>Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	1	1	Record identifier	Always "I"; system generated
2	10	2-11	Annual FICA wages	System calculated
3	1	12	Blank	
4	10	13-22	Annual FICA tips	Always zeros; system calculated
5	1	23	Blank	
6	10	24-33	Annual wages	System calculated
7	1	34	Blank	
8	10	35-44	FICA employee tax WH	System calculated
9	1	45	Blank	
10	10	46-55	Federal income tax WH	System calculated
11	7	56-62	Control number	System calculated (a consecutive number strung from the first "W" Record, through all the "W" and "I" Records)
12	10	63-72	Zeros	Always zeros
13	10	73-82	Zeros	Always zeros
14	11	83-93	System calculated	Advanced Income Credit
15	10	94-103	Zeros	Always zeros
16	10	104-113	Zeros	Always zeros
17	1	114	Blank	Always blank
18	10	115-124	System calculated	Total TSP
19	1	125	Blank	Always blank
20	10	126-135	Zeros	Always zeros
21	1	136	Blank	Always blank
22	10	137-146	Zeros	Always zeros
23	1	147	Blank	Always blank
24	10	148-157	Zeros	Always zeros



**Social Security Administration (Pay-year-end) Tape**  
**(Record Identifier = "I")**  
**(Page 2 of 2)**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
25	118	158	Blank	Always blank
26	11	159-169	System Calculated	Total HIT wages
27	1	170	Blank	Always blank
28	10	171-180	System Calculated	Total HIT deduction
29	95	181-275	Blank	Always blank

The "I" Records are subtotal records that are generated every 41 employee records or less for the last group of "W" employee records under each Employer Establishment Record "E."

Following each "E" Record will be one "W" Record for each unique SSN. Following each "W" record will be from zero to 12 "S" records (State, City, and County may each have a current and three former tax entities). "S" records generated for the same tax entity will be combined into one "S" Record.

**Social Security Administration (Pay-year-end) Tape**  
**(Record Identifier = "S")**  
**(Page 1 of 2)**

Field Number	Length	Column	Source Data Field	Remarks
1	1	1	Record identifier	Always "S"
2	9	2-10	SSN	
3	27	11-37	NAME: FIRST,MIDDLE,LAST,SUFF AWARD RECIPIENT FIRST NAME, AWARD RCPNT MIDDLE INITIAL AWARD RECIPIENT FIRST NAME, AWARD RCPNT GENEALOGICAL-SUFFIX	
4	40	38-77	ADDRESS: MAILING AWARD RECIPIENT STREET ADDRESS	Home street address
5	25	78-102	ADDRESS: MAILING AWARD RECIPIENT CITY ADDRESS	City
6	10	103-112	ADDRESS: MAILING AWARD RECIPIENT STATE ADDRESS	State
7	5	113-117	Blank	
8	5	118-122	ADDRESS: MAILING AWARD RECIPIENT ZIP ADDRESS	ZIP code
9	1	123	Blank	
10	2	124-125	FIPS numeric code	System generated
11	2	126-127	Blank	
12	4	128-131	Reporting period	"12YY," YY=cur-yr
13	20	132-151	18 zeros/2 spaces	System generated
14	4	152-155	EOD: DATE	MMYY only
15	4	156-159	TERMINATION DATE	MMYY only
16	5	160-164	STATE TAX: CODE STATE TAX: FORMER CODE YTD	
17	12	165-176	TAX-EMPR-ID	
18	6	177-182	Blank	
19	2	183-184	FIPS numeric code	Same as No. 10
20	9	185-193	Calculated	State taxable earn
21	8	194-201	Calculated	State tax W/H
22	10	202-211	Blank	
23	1	212	Tax Type Code	"C" = city, "D" = county

**Social Security Administration (Pay-year-end) Tape**  
**(Record Identifier = "S")**  
**(Page 2 of 2)**

Field Number	Length	Column	Source Data Field	Remarks
24	5	213-217	LOCAL TAX ENTITY: CODE CITY TAX: FORMER CODE YTD COUNTY TAX: FORMER CODE YTD	
25	9	218-226	Calculated	Local taxable
26	7	227-233	Calculated	Local tax W/H
27	42	234-275	Blank	

There will be one "S" record for each tax entity. If the tax entity is a STATE, then columns 202 - 275 will be blank or zeros as indicated by the fields. If the tax entity is a city or county, then columns 124 - 125 and columns 160 - 211 will be blank or zeros as indicated by the fields.

The calculation for taxable income, field #20 above for state and field #25 above for city or county, will be calculated by adding the current and PCS earnings together, and then subtracting the TSP deduction associated with a particular STATE or LOCAL tax entity. An example of the formula is as follows.

(STATE TAX: ERNGS YTD + PCS: EARNINGS SUBJ STATE TAX YTD) - STATE TAX: TSP  
CY DED YTD

An exception to this is for Pennsylvania (state code "PA") and Cleveland (city code "003"), which will not have the TSP deduction subtracted from taxable earnings.

An example of the formula for the withholding calculation is as follows.

STATE TAX: YTD + PCS: STATE TAX WITHHELD YTD

**Social Security Administration (Pay-year-end) Tape  
(Record Identifiers = "T")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	1	1	Record Identification	Always "T"; system generated
2	7	2-8	Total employee records	System calculated
3	13	9-21	Annual FICA/HIT wages	System calculated
4	1	22	Blank	
5	12	23-34	Annual FICA tips	Always zero; system generated
6	13	35-47	Annual wages/compensation	System calculated
7	1	48	Blank	
8	12	49-60	FICA/HIT tax WH	System calculated
9	1	61	Blank	
10	12	62-73	Federal tax WH	System calculated
11	12	74-85	Zeros	Always zeros
12	12	86-97	Zeros	Always zeros
13	12	98-109	Advanced Earned Income	System calculated
14	12	110-121	Zeros	Always zeros
15	12	122-133	Zeros	Always zeros
16	1	134	Blank	Always blank
17	13	135-147	Total TSP	System calculated
18	1	148	Blank	Always blank
19	12	149-160	Zeros	Always zeros
20	1	161	Blank	Always blank
21	13	162-174	Zeros	Always zeros
22	1	175	Blank	Always blank
23	13	176-188	Zeros	Always zeros
24	1	189	Blank	Always blank
25	13	190-202	Annual HIT wages	System calculated
26	1	203	Blank	Always blank
27	12	204-215	Annual HIT W/H	System calculated
28	60	216-275	Blank	Always blank

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "F")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	1	1	Record Identifier	Always "F"; system generated
2	7	2-8	Total employee records	System calculated
3	1	9	Blank	Always blank
4	16	10-25	Total SS Wages	System calculated
5	1	26	Blank	Always blank
6	16	27-42	Zeros	Always zeros
7	1	43	Blank	Always blank
8	16	44-59	Total Wages/Earnings	System calculated
9	1	60	Blank	Always blank
10	16	61-76	Total SS W/H	System calculated
11	1	77	Blank	Always blank
12	16	78-93	Total Fed Tax W/H	System calculated
13	1	94	Blank	Always blank
14	16	95-110	Total EIC	System calculated
15	165	111-275	Blank	Always blank

**SOURCE DATA SPECIFICATIONS FOR  
USDA NATIONAL FINANCE CENTER  
INTERFACE TAPES**



### Thrift Savings Plan (TSP) Tape

<b>Tape</b>	<b>Density</b>	<b>Size</b>	<b>Rec Size</b>	<b>Blk Type</b>	<b>Rec JCL-ENTERED-LABEL</b>	<b>Record-sequence</b>
TSP	1600	80-254	2548	VB	PRODNPPS.TAPE.TSP	Record number within SSN. One header and one trailer record.

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<b>Record Type</b>	<b>Record Use</b>
Header	To identify the submitting installation
1	To contain employee identification information
11	Current payment record; all positive values
21	Refunds of payments made in error; all negative values
41	Resubmission of previously rejected payments; all positive values
Trailer	To total employee records in this submission



**TSP Employee Data Record**  
**(Record Number 01)**  
**(Page 1 of 2)**

Field Number	Length	Column	Source Data Field	Remarks
1	9	1-9	SSN	
2	6	10-15	DATE OF BIRTH	Birthdate from NPS2-PER-MASTER (YYYYMMDD using only bytes 3-8)
3	6	16-21	CTL-TSP-EFFDATE TSP effective date	EFFDATE from NPS2-PAYCTL-TABLE
4	2	22-23	TSP: RECORD NUMBER	Always "01"; system generated
5	17	24-40	NAME: LAST	First 17 of the 22 character source field
6	12	41-52	NAME: FIRST	
7	12	53-64	NAME: MIDDLE	
8	9	65-73	SSN: PREVIOUS	
9	6	74-79	MER-TSP-DOBERR	
10	25	80-104	ADDRESS: MAILING address line 1	First 25 of the 35 character source field
11	25	105-129	ADDRESS: MAILING address line 2	First 25 of the 35 character source field
12	25	130-154	Blanks address line 3	
13	20	155-174	ADDRESS: MAILING city	
14	3	175-177	ADDRESS: MAILING state	
15	9	178-186	ADDRESS: MAILING ZIP code	
16	1	187	TSP: EMPLOYEE STATUS CODE	
17	6	188-193	TSP: EMPLOYEE STATUS DATE	
18	16	194-209	INSTALL-TSP-LOCATION	From table TINSTALL
19	6	210-215	TSP: SCD	

**TSP Employee Data Record**  
**(Record Number 01)**  
**(Page 2 of 2)**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
20	1	216	TSP: VESTING PERIOD	
21	1	217	RETIREMENT PLAN	
22	1	218	TSP: SEPARATION CODE	
23	6	219-224	TSP: SEPARATION DATE	
24	26	225-250	Blanks	

**TSP Employee Payment Record**  
**(Record Number 11)**  
**(Page 1 of 2)**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	9	1-9	SSN	
2	6	10-15	DATE OF BIRTH	Birthday from NPS2-PER-MASTER (YYYYMMDD using only bytes 3-8)
3	6	16-21	CTL-TSP-EFFDATE	EFFDATE from TSP effective date NPS2-PAYCTL-TABLE (YYYYMMDD using only bytes 3-8)
4	2	22-23	TSP: RECORD NUMBER	Always "11"; system generated
5	6	24-29	TSP: CY DED DISTR B/W MER-TSP-EMPDIST-DED(1) + MER-TPS-EMP-LATE-PMT(1)	Government fund
6	6	30-35	TSP: CY DED DISTR B/W MER-TSP-EMPDIST-DED(2) + MER-TPS-EMP-LATE-PMT(2)	Fixed income
7	6	36-41	TSP: CY DED DISTR B/W MER-TSP-EMPDIST-DED(3) + MER-TPS-EMP-LATE-PMT(3)	Common stock
8	6	42-47	TSP: CY DED B/W	
9	6	48-53	Zeros	Always zeros
10	6	54-59	Zeros	Always zeros
11	6	60-65	Zeros	Always zeros
12	6	66-71	Zeros	Always zeros
13	6	72-77	TSP: GOVT-BASIC AMT DISTR B/W MER-TSP-GBADIST(1) + MER-TSP-GB-LATE-PMT(1)	Government fund

**TSP Employee Payment Record**  
**(Record Number 11)**  
**(Page 2 of 2)**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
14	6	78-83	TSP: GOVT BASIC AMT DISTR B/W MER-TSP-GBADIST(2) + MER-TSP-GB-LATE-PMT(2)	Fixed income
15	6	84-89	TSP: GOVT BASIC AMT DISTR B/W MER-TSP-GBADIST(3) + MER-TSP-GB-LATE-PMT(3)	Common stock
16	6	90-95	TSP: GOVT BASIC CONTR B/W MER-TSP-GBAMT	
17	6	96-101	TSP: GOVT MATCHING DISTR B/W MER-TSP-GMADIST(1) + MER-TSP-EMP-GM-LATE-PMT(1)	Government fund
18	6	102-107	TSP: GOVT MATCHING DISTR B/W MER-TSP-GMADIST(2) + MER-TSP-EMP-GM-LATE-PMT(2)	Fixed income
19	6	108-113	TSP: GOVT MATCHING DISTR B/W MER-TSP-GMADIST(3) + MER-TSP-EMP-GM-LATE-PMT(3)	Common stock
20	6	114-119	TSP: GOVT MATCH CONTR TOT B/W MER-TSP-GMAMT	
21	2	120-121	TSP department MER-TSP-DEPT	
22	2	122-123	TSP agency MER-TSP-AGENCY	
23	27	124-150	Blanks	

**Employee TSP Adjustment Record**  
**(Record Number 21)**  
**(Page 1 of 2)**

Field Number	Length	Column	Source Data Field	Remarks
1	9	1-9	SSN	
2	6	10-15	DATE OF BIRTH	From NPS2-PER-MASTER (YYYYMMDD using only bytes 3-8)
3*	6	16-21	NPPS-TSP-ADJ-DATE effective date	From NPS2-PAY-TSP-ADJ (YYYYMMDD using only bytes 3-8)
4	2	22-23	TSP: RECORD NUMBER	Always "21"; system generated
5*	6	24-29	NPPS-TSP-EADJ-G (1-26)	Employee contribution; Government fund adjustment
6*	6	30-35	NPPS-TSP-EADJ-F (1-26)	Employee contribution; Fixed income adjustment
7*	6	36-41	NPPS-TSP-EADJ-C (1-26)	Employee contribution; Common stock adjustment
8	6	42-47	Total emp. cont. adj.	System calculated (sum of fields 5, 6, 7 above)
9*	6	48-53	Prior year	(Not implemented)
10*	6	54-59	Prior year	(Not implemented)
11*	6	60-65	Prior year	(Not implemented)
12	6	66-71	Prior year	(Not implemented)
13*	6	72-77	NPPS-TSP-GBAD-G (1-26)	Government basic contribution; Government fund adjustment
14*	6	78-83	NPPS-TSP-GBAD-F (1-26)	Government basic contribution; Fixed income adjustment
15*	6	84-89	NPPS-TSP-GBAD-F (1-26)	Government basic contribution; Common stock adjustment
16	6	90-95	Total gov. basic adj	System calculated (sum of fields 13, 14, 15 above)
17*	6	96-101	NPPS-TSP-GMAD-G (1-26)	Government match contribution; Government fund adjustment
18*	6	102-107	NPPS-TSP-GMAD-F (1-26)	Government match contribution; Fixed income adjustment
19*	6	108-113	NPPS-TSP-GMAD-C (1-26)	Government matching contribution; Common stock adjustment
20	6	114-119	Total gov. match adj	System calculated (sum of fields 17, 18, 19 above)

**Employee TSP Adjustment Record**  
**(Record Number 21)**  
**(Page 2 of 2)**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
21	2	120-121	TSP department MER-TSP-DEPT	
22	2	122-123	TSP agency MER-TSP-AGENCY	
23	27	124-150	Blank	

\* From NPS2-PAY-TSP-ADJ.

**Employee TSP Adjustment Record (Record Number 41)**  
**(Page 1 of 2)**

(TSP: Record Number = 41 are for resubmissions only. These TSP records do not affect net pay.)

Field Number	Length	Column	Source Data Field	Remarks
1	9	1-9	SSN	
2	6	10-15	DATE OF BIRTH	From NPS2-PER-MASTER YYMMDD
3*	6	16-21	MER-TSP-EFFDATE	From NPS2-MER-FILE YYMMDD
4	2	22-23	TSP: RECORD NUMBER	Always "41"; system generated
5*	6	24-29	NPPS-TSP-EADJ-G (27-52)	Employee contribution; Government fund update
6*	6	30-35	NPPS-TSP-EADJ-F (27-52)	Employee contribution; Fixed income update
7*	6	36-41	NPPS-TSP-EADJ-C (27-52)	Employee contribution; Common stock update
8	6	42-47	Total emp. cont. update	System calculated (sum of fields 5, 6, 7 above)
9*	6	48-53	Prior year	(Not implemented)
10*	6	54-59	Prior year	(Not implemented)
11*	6	60-65	Prior year	(Not implemented)
12	6	66-71	Prior year	(Not implemented)
13*	6	72-77	NPPS-TSP-GBAD-G (27-52)	Government basic contribution; Government fund L.P.
14*	6	78-83	NPPS-TSP-GBAD-F (27-52)	Government basic contribution; Fixed income L.P.
15*	6	84-89	NPPS-TSP-GBAD-C (27-52)	Government basic contribution; Common stock L.P.
16	6	90-95	Total gov. basic adj	System calculated (sum of fields 13, 14, 15 above)
17*	6	96-101	NPPS-TSP-GMAD-G (27-52)	Government matching contribution; Government fund L.P.
18*	6	102-107	NPPS-TSP-GMAD-F (27-52)	Government matching contribution; Fixed income L.P.
19*	6	108-113	NPPS-TSP-GMAD-C (27-52)	Government matching contribution; Common stock L.P.
20	6	114-119	Total government matching L.P.	System calculated sum of fields 17, 18, 19 (above)

**Employee TSP Adjustment Record (Record Number 41)**  
**(Page 2 of 2)**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
21*	2	120-121	TSP department MER-TSP-DEPT	
22*	2	122-123	TSP agency MER-TSP-AGENCY	
23	27	124-150	Blank	

\* From NPS2-MER-FILE.



**TSP Header Data Record**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	4	1-4	Record ID	Always "DHDR"; system generated
2	6	5-10	TSP-CERT-RPT-NO	First two bytes equal the "year" in CTL-DATE, the last four bytes equal to CTL-TSP-TAPE-SEQ in NPS2-PAYCTL-TABLE
3	6	11-16	CTL-TSP-EFFDATE effective date	From NPS2-PAYCTL-TABLE (YYYYMMDD using only bytes 3-8)
4	8	17-24	INSTALLATION: PAYROLL OFFICE NUM	
5	30	25-54	INSTALLATION: TSP CONTACT NAME	
6	12	55-64	INSTALLATION: TSP PHONE	
7	16	65-80	Blank	

## TSP Trailer Data Record

Field Number	Length	Column	Source Data Field	Remarks
1	4	1-4	Record ID	Always "TRLR"; system generated
2	14	5-18	Total employee deduction	System calculated
3	14	19-32	Zeros Not Implemented	Prior year
4	14	33-46	Total gov basic amt.	System calculated
5	14	47-60	Total gov matching amt.	System calculated
6	14	61-74	Total emp adjustment amt.	System calculated (records "21" and "41")
7	14	75-88	Zeros Not Implemented	Prior year
8	14	89-102	Total Gov't basic adj.	System calculated (records "21" and "41")
9	14	103-116	Total Gov't match adj	System calculated (records "21" and "41")
10	8	117-124	Total "01" records	System calculated
11	8	125-132	Total "11" records	System calculated
12	8	133-140	Total adjustment records (records "21" and "41")	System calculated
13	11	141-151	A numeric field	System generated; zero filled
14	49	152-200	Blank	



**SOURCE DATA SPECIFICATIONS FOR  
NEBA INTERFACE TAPES**



**NEBA Tape Specifications**

<b>Tape</b>	<b>Tape Density</b>	<b>Rec Size</b>	<b>Blk Size</b>	<b>Rec Type</b>	<b>JCL- ENTERED-LABEL</b>
NEBA	6250	111	11100	FB	PRDNPPS.TPAE.NEBA

**NEBA Tape Data Record**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	22	1-22	Last Name	
2	12	23-34	First Name	
3	1	35	Middle Initial	
4	3	36-38	Genealogical Suffix	
5	9	39-47	SSN	
6	2	48-49	Age	
7	7	50-56	Basic Coverage	N7
8	7	57-63	Spouse Coverage	N7
9	7	64-70	Optional Coverage	N7
10	6	71-76	Basic Deduction	N4.2
11	6	77-82	Spouse Deduction	N4.2
12	6	83-88	Optional Deduction	N4.2
13	6	89-94	Total Deduction	N4.2
14	8	95-102	LWOP Date	MM/DD/YY format
15	8	103-110	Chapter Departure	MM/DD/YY format
16	1	111	Smoker Flag	

**NEBA Tape Totals Record**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	2	1-2	Code	"% %"
2	6	3-8	SSN Count	N6
3	12	9-20	Basic Coverage	N12
4	12	21-32	Spouse Coverage	N12
5	12	33-44	Optional Coverage	N12
6	14	45-58	Basic Deduction	N12.2
7	14	59-72	Spouse Deduction	N12.2
8	14	73-86	Optional Deduction	N12.2
9	14	87-100	Total Deduction	N12.2
10	11	101-111	Blanks	



**NEBA Tape Installation Record**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	2	1-2	Code	"##"
2	40	3-42	Installation Name	
3	8	43-50	Pay Period Date	MM/DD/YY format
4	30	51-80	Report Name	NEBA Biweekly Summary
5	31	81-111	System Name	NASA Personnel and Payroll System

**SOURCE DATA SPECIFICATIONS FOR  
NATIONAL DIRECTORY OF NEW HIRES/  
CHILD SUPPORT ENFORCEMENT/HHS  
BIWEEKLY HIRES FILE**



**W-4 New Hire Dataset**  
**W4 Transmitter Record (H4 Header Record)**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	2	1-2	'H4'	Identifies header record
2	2	3-4	Blank	State FIPS code (for states only)
3	9	5-13	INSTALL-FED-ID-W2 NPS2-INSTALL-TBL for Marshall 630422638. Will be Marshall number for all centers because Marshall is the transmitter	from Federal Agency Code (for federal agencies only)
4	2	14-15	'W4'	'W4' for W4 data
5	1	16	Blank	
6	2	17-18	'01'	Must be '01', controlled by OCSE
7	8	19-26	YYYYMMDD system date	Format = YYYYMMDD Must be current system date of file generation
8	6	27-32	000001 for first transmission. 000002 for re-transmit, etc.	Sequential number to identify a submission as unique
9	769	33-801	Blank	Spaces To be used for future versions

Field Number	Length	Column	Source Data Field	Remarks
12	4	226-229	NPS2-ADDRESS-FILE Rightmost 4 positions of NPS2-HOME-ZIP	If present, must be numeric
13	2	230-231	Blank	Refer to U.S. Department of Commerce FIPS code manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995)
14	25	232-256	Blank	If present, at least two characters
15	15	257-271	Blank	
16	8	272-279	NPS2-PAY-MASTER PAY-BIRTH-DATE - YYYYMMDD	If present, numeric Format - YYYYMMDD
17	8	280-287	NPS2-PAY-MASTER PAY-EOD-DATE - YYYYMMDD	If present, numeric Format - YYYYMMDD
18	2	288-289	NPS2-PAY-MASTER PAY-STATE-CODE	Alphabetic state or territory abbreviation
19	9	290-298	NPS2-INSTALL-TBL INSTALL-FED-ID-W2	Federal Employer Identification for Marshall Number
20	12	299-310	Blank	If no FEIN is available, send the State EIN. If present and less than 12 characters, left justify
21	45	311-355	NPS2-INSTALL-TBL INSTALL-NAME FEIN	At least two characters address from W4
22	40	356-395	NPS2-INSTALL-TBL INSTALL-ADDRESS	At least two characters
23	40	396-435	Blank	

**SOURCE DATA SPECIFICATIONS FOR  
NATIONAL DIRECTORY OF NEW HIRES/  
CHILD SUPPORT ENFORCEMENT/HHS  
QUARTERLY WAGES FILE**



## Quarterly Wage Transmitter Record

Field Number	Length	Column	Source Data Field	Remarks
1	2	1-2	'HQ'	Identifies header record
2	2	3-4	Blank State	FIPS code (for states only)
3	9	5-13	INSTALL-FED-ID-W2 from NPS2-INSTALL-TBL for Marshall 630422638. Will be Marshall number for all centers because Marshall is the transmitter	Federal Agency Code (for federal agencies only)
4	2	14-15	'QW'	'QW' for quarterly wage data
5	1	16	Blank	
6	2	17-18	'01'	Must be '01', controlled by OCSE
7	8	19-26	YYYYMMDD system date	Format = YYYYMMDD Must be current system date of file generation
8	6	27-32	000001 for first transmission. 000002 for re-transmit, etc.	Sequential number to identify a submission as unique
9	569	33-601	Blanks	Spaces To be used for future versions



## Quarterly Wage Data Record

Field Number	Length	Column	Source Data Field	Remarks
1	2	1-2	'QW'	Identifies data record
2	9	3-11	NPS2-PAY-MASTER PAY-SSN	As reported by employee
3	16	12-27	NPS2-PAY-MASTER PAY-NAME-FIRST	At least one character No special characters
4	16	28-43	NPS2-PAY-MASTER PAY-NAME-MI	If non-blank, must be at least one character. No special characters.
5	30	44-73	NPS2-PAY-MASTER PAY-NAME-LAST	At least one character. No special characters, except for hyphen
6	11	74-84	NPS2-PAY-MASTER PAY-QTD-HIT-EARN	Last two positions are decimal places. No negative values, zeroes, are allowed. Gross amount paid within the quarter.
7	5	85-89	Format = QYYYY	Format = QYYYY for calendar year. User input parameter Q = 1 for Jan - Mar Q = 2 for Apr - Jun Q = 3 for Jul - Sep Q = 4 for Oct - Dec
8	9	90-98	NPS2-INSTALL-TBL INSTALL-FED-ID-W2 For Marshall	Federal Employer Identification Number.
9	12	99-110	Blank	If present and less than 12 characters, left justify

Field Number	Length	Column	Source Data Field	Remarks
10	45	111-155	NPS2-INSTALL-TBL INSTALL-NAME	At least two characters FEIN address
11	40	156-195	NPS2-INSTALL-TBL INSTALL-ADDRESS	At least two characters
12	40	196-235	Blank	
13	40	236-275	Blank	
14	25	276-300	NPS2-INSTALL-TBL NPS2-ADDR-CITY	At least two characters
15	2	301-302	NPS2-INSTALL-TBL NPS2-INSTALL-ST	Valid state or territory abbreviation
16	5	303-307	NPS2-INSTALL-TBL Leftmost 5 position of INSTALL-ADDR-ZIP	
17	4	308-311	NPS2-INSTALL-TBL Rightmost 4 positions of INSTALL-ADDR-ZIP	If present, must be numeric
18	2	312-313	Blank	Refer to U.S. Department of Commerce FIPS code manual, National Institute of Standards and Technology, FIPS Pub 10-4 (April 1995)
19	25	314-338	Blank	If present, at least two characters
20	15	339-353	Blank	This address will be blank if only collecting one address. If there is a second address, it should be the address where child support orders should be sent.



**SOURCE DATA SPECIFICATIONS FOR  
CALIFORNIA STATE QTD INTERFACE TAPES**



## California State QTD Tax “Tape” Specifications

### Appendix N

<b>Tape</b>	<b>Density</b>	<b>Rec Size</b>	<b>Blk Size</b>	<b>Rec Type</b>	<b>LABEL</b>
CAL QTD	6250	275	6875	FB	see JCL

<b>Record Identifier</b>	<b>Remarks</b>
E	Employer Records; a separate “E” record for each California State account number a branch reported on the tape file. All “S” records associated with the “E” record must follow.
S	Employee Records; the employee records are in SSN order. The employee name field has the surname first, as identified by a “name code” in the “E” record.
ST	California State Total Record; this record contains totals from the preceding “S” records. This is the last record on the Tape.

An “E” record must have at least one “S” record.

**California QTD State Tax Tape  
(Record Identifier "E")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	1	1	Record identifier	Always "E"
2	22	2-23	Blanks	
3	50	24-73	Employer Name	Left justified, blank fill Hard coded (*)
4	85	74-158	Blanks	
5	1	159	Name Code	Hard coded "S" for Surname first
6	1	160	Blank	
7	2	161-162	Blocking Factor	Hard coded "25" which needs to agree with the JCL
8	113	163-275	Blanks	

(\*) NATIONAL AERONAUTICS SPACE ADMINISTRATION

### California State QTD Tax "Tape" Specifications (Record Identifier "S")

Field Number	Length	Column	Source Data Field	Remarks
1	1	1	Record identifier	Always "S"
2	9	2-10	PAY-SSN	
3	27	11-37	PAY-NAME-LAST,PAY-NAME-FIRST PAY-NAME-MI,PAY-NAME-SUFFIX	Spaces between name parts
4	86	38-123	Blank	
5	2	124-125	State Code	Always "06"
6	1	126	Wage Plan Code	Hard Coded "P"
7	1	127	Blank	
8	4	128-131	Reporting Period	Program date algorithm uses system date. (no century)
9	9	132-140	QTD wages subj	ZEROS entered
10	24	141-164	Blanks	
11	12	165-176	State Employee Account Number	Assigned by California Left justified zero fill right, "805052090000" hard coded.
12	8	177-184	Blanks	
13	9	185-193	FRMR-ST-EARN-QTD(1-3) FRMR-ST-NPS-EARN-QTD(1-3) PCS: ERNGS SUBJ STATE TAX QTD PAY-QTD-STTX-EARN	No negative amounts No commas or decimals. Total earnings subj to CA state tax.
14	8	194-201	FRMR-ST-DED-QTD(1-3) FRMR-ST-NPS-EARN-QTD(1-3) PCS: STATE TAX WITHHELD QTD PAY-QTD-STTX-DED	Total CA state withheld
15	74	202-275	Blanks	



**California State QTD Tax “Tape” Specifications  
(Record Identifier “ST”)**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	2	1-2	Record identifier	Always “ST”
2	1	3	Blank	
3	7	4-10	Total number “S” records	Calculated
4	1	11	Blank	
5	2	12-13	State Code	Always “06”
6	1	14	Blank	
7	14	15-28	Zeros	Numeric Field
8	1	29	Blank	
9	14	30-43	Total CA taxes withheld	Sum of total tax withheld (sum of field 14 on “S” Rec)
10	1	44	Blank	
11	7	45-51	Zeroes	Numeric Field
12	1	52	Blank	
13	7	53-59	Zeroes	Numeric Field
14	1	60	Blank	
15	7	61-67	Zeroes	Numeric Field
16	1	68	Blank	
17	14	69-82	Total Wages	Sum of total wages (Sum of field 13 on “S” Rec)
18	193	83-275	Blank	

Note: The “Numeric Field”’s above must be zero filled.

**SOURCE DATA SPECIFICATIONS FOR  
ADMINSTAR INTERFACE ORGANIZATION**



**Organization Data Record**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	5	1-5	Org code	
2	4	6-9	Installation	
3	55	10-64	Description	

## Personnel Data Record

Field Number	Length	Column	Source Data Field	Remarks
1	9	1-9	SSN	
2	22	10-31	Lastname	
3	12	32-43	Firstname	
4	1	44	Middle	
5	5	45-49	Installation	
6	10	50-59	Org Code	5 blanks + org code
7	10	60-69	Location	
8	1	70	Sex	
9	11	71-81	SSN	
10	10	82-91	Birthdate	
11	1	92	Ethnic Origin	
12	10	93-102	Mailcode	
13	1	103	Supervision Code '1'	
14	25	104-128	Blank	
15	25	129-153	Blank	
16	25	154-178	Blank	
17	25	179-203	Blank	
18	25	204-228	Blank	
19	25	229-253	Blank	
20	25	254-278	Blank	
21	25	279-303	Blank	
22	25	304-328	Blank	
23	25	329-353	Blank	
24	53	354-406	Blank	

**SOURCE DATA SPECIFICATIONS FOR  
FEDERAL RESERVE BANK - PITTSBURGH  
NDM DATASET**



## Federal Reserve Bank Bond NDM Dataset Specifications

<b>Tape</b>	<b>Tape Density</b>	<b>Rec Size</b>	<b>Blk Size</b>	<b>Rec Type</b>	<b>JCL- ENTERED-LABEL</b>	<b>* = Major sort Record-sequence</b>
BOND		30-210	2104	VB	PRDNPPS	Employee SSN within *bond denomination  Subtotal record by bond denomination

**Note:** The record sizes for Variable Blocked (VB) records include the 4 bytes used by the operation system that gives the record length.



**Bond Tape Data Record (Page 1 of 2)****Control Record**

<b>Field</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	1	1	Record type	always 'A'
2	4	2-5	Issue Month and Year	current month and year
3	10	6-15	Company Identification Number	'779101' '
4	10	16-25	Location Identification Number	'0024' '
5	6	26-31	Pay End Date NPS2-PAYCTL-TABLE.CTL-DATE	
6	33	32-64	Company Name	'NASA'
7	33	65-97	Company street address NPS2-INSTALL-TBL.INSTALL-ADDRESS	
8	20	98-117	company city NPS2-INSTALL-TBL.INSTALL-ADDR-CITY	
9	2	118-119	company state NPS2-INSTALL-TBL.INSTALL-ADDR-ST	
10	5	120-124	company zip NPS2-INSTALL-TBL.INSTALL-ADDR-ZIP	
11	4	125-128	company plus 4 zip	blanks
12	9	129-137	reserve account number	blanks
13	4	138-141	reserve account branch	blanks
14	1	142	order type	zero
15	6	143-148	filler	6 zeroes
16	6	149-154	filler	6 zeroes
17	6	155-160	Total number of \$100 savings bonds for agency	
18	6	161-166	Total number of \$200 savings bonds for agency	
19	6	167-172	Total number of \$500 savings bonds for agency	
20	6	173-178	Total number of \$1000 savings bonds for agency	
21	6	179-184	Total number of \$5000 savings bonds for agency	
22	6	185-190	Total number of \$10000 savings bonds for agency	
23	10	191-200	Total purchase price of order (implied decimal between 198-199)	
24	3	201-203	FRB District Designator	'004'
25	30	204-233	FRB designated field	blanks
26	87	234-320	filler	blanks

**Bond Inscription Information Record**

Field	Length	Column	Source Data Field	Remarks
1	1	1	Record Type	'B'
2	9	2-10	NPS2-ADDRESS-FILE.BOND-OWNER-SSN	
3	33	11-43	NPS2-ADDRESS-FILE.BOND-OWNER-NAME	
4	1	44	USA/Foreign indicator	0 = USA address, 1 = foreign
5	1	45	Mail To: designator	zero
6	33	46-78	NPS2-ADDRESS-FILE.BOND-OWNER-ADDR-1	
7	33	79-111	NPS2-ADDRESS-FILE.BOND-OWNER-ADDR-2	
8	33	112-144	Address Line	If field 4 = 1 insert foreign country name else insert blanks
9	20	145-164	NPS2-ADDRESS-FILE.BOND-OWNER-CITY	
10	2	165-166	NPS2-ADDRESS-FILE.BOND-OWNER-ST	
11	5	167-171	NPS2-ADDRESS-FILE.BOND-OWNER-ZIP	
12	4	172-175	plus four zip code (optional)	
13	3	176-178	NPS2-ADDRESS-FILE.BOND-COBEN-CODE	OR = coowner POD = beneficiary blanks if neither
14	28	179-206	NPS2-ADDRESS-FILE.BOND-COBEN-NAME	
15	1	207	NPS2-PAY-MASTER.PAY-BOND-CODE	4 = \$100, 5 = \$200, 6 = \$500 7 = \$1000, 8 = \$5000 9 = \$10000
16	4	208-211	Number of bonds for this registration	'1'
17	10	212-221	Company Identification Number	79101 '
18	10	222-231	Location Identification Number	'0024 '
19	9	232-240	NPS2-PAY-MASTER.PAY-SSN	only if different from bond owner SSN (field 2)
20	4	241-244	NPS2-PAY-MASTER.PAY-BOND-DATE	
21	30	245-274	For FRB use	blanks
22	46	275-320	filler	blanks

**Trailer Record**

<b>Field</b>	<b>Length</b>	<b>Location</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	10	1-10	End of File Indicator	9999999999
2	310	11-320	filler	blanks

**Bond Tape Denomination Control Record**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	6	1-6	Blanks	
2	1	7	Control record code	Always "9"; system generated
3	1	8	Bond denomination code	Bonds with like denomination are counted together.
4	11	9-19	Blanks	
5	6	20-25	Record count	System calculated (a count of bonds purchased within a bond denomination)
6	7	26	Data record mark	Back slash " \ "; system generated

**Non-EFT Pay Tape**  
**(Installation Payments: Line Code = "8")**  
**(Page 2 of 2)**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
15	35	127-161	Address line 2 CFC-ADDR2 UNION-ADDR2 VOUCHER-NEBA-ADDR-2	See tables noted above
16	18	162-179	Address line 3 CFC-CITY CFC-STATE UNION-CITY UNION-STATE VOUCHER-NEBA-CITY VOUCHER-NEBA-ST	City and state in line 3 with a space between
17	10	180-189	Address line 1 (columns 26-35) CFC-ADDR1 UNION-ADDR1 VOUCHER-NEBA-ADDR-1	<u>From table</u> TCFC TUNION TINSTALL
18	11	190-200	Blanks	

**Non-EFT Header Record**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	8	1-8		99000001 system generated
2	1	9	Blank	
3	1	10		Always 'E'; system generated
4	11	11-21	Schedule Number	1-2: 'P-' 3-4: CTL-Date Year (YY) 5: '-' 6-7: CTL-Period 8: 'B' 9-11: Blank; system generated
5	6	22-27	Blank	
6	8	28-35	INSTALLATION: PAYROLL OFFICE NUM	
7	20	36-55	INSTALLATION: NAME	
8	12	56-67	INSTALLATION: TSP CONTACT PHONE	XXX-XXX-XXXX
9	3	68-70	Blank	